To: University Employees

From: Robert C. Chance

Date: July 2, 2009

Subject: Group Insurance Eligibility Audit

The State of Tennessee Benefits Administration Office is assigned the overall responsibility for the management of the insurance programs that are provided to employees of the University of Tennessee. The University of Tennessee works with the Benefits Administration Office to insure that University employees are informed of the benefits and eligibility requirements for the various programs.

The Benefits Administration office has contracted with Secova, Inc to verify the eligibility of all dependents currently participating in the insurance plan. This includes your spouse, children (natural, adopted, or stepchild), or anyone for whom you are a legal guardian. Secova will begin mailing letters to participants on July 6, 2009 explaining the process and emphasizing the September 4, 2009 deadline to provide acceptable dependent verification documents. You will have to provide the appropriate documentation to Secova as described in the coming letter. All of these documents will be treated as confidential.

**It is absolutely critical that you respond to this request by the September 4, 2009 deadline. If you do not respond by the deadline or do not provide acceptable proof of eligibility, the Benefits Administration office will remove your dependents from coverage.**

If you have any questions, please call the University-wide Administration Payroll Office at (865) 974-5251.