

## **An EBD Alert**

**EBD will be accepting Student Verification Forms till Noon on Thursday February 28, 2008.**

EBD is allowing a one-time exception to obtain the Student Verification Forms for the Spring Semester. Members have until noon on Thursday February 28, 2008; to have the forms signed and faxed to EBD for processing. The fax number is (501) 683-0983

The following morning, Friday, February 29<sup>th</sup>, the Health Insurance Representatives may review the updated Student Verification Report and terminate the appropriate dependents as of 02/29/2008.

Please encourage the members to be mindful of the noon cut-off time. This will allow our staff sufficient time to process the forms in time for the Friday morning report.

### **Just to recap our Student Verification procedure:**

On a daily basis, EBD sends out notifications to HIR's indicating that we have generated and mailed SVF's to dependents turning 19; the Member has 15 days to return the forms into EBD for processing. Failure to do so will result in their termination at the end of the month of their 19<sup>th</sup> birthday.

On a daily basis, EBD sends out notification to HIR's indicating dependents that needs to be terminated at the end of the month of their 24<sup>th</sup> birthday.

Annually in December, the month before the regular Spring Semester; EBD sends out SVF's to all members with dependents over the age of 19. The Member has 15 days to return the SVF to EBD for processing. Failure to do so will result in their termination at the end of January.

Throughout the year, all Health Insurance Representatives have access to a report on the ARBenefits.org web-site that is updated daily (nightly) indicating which members have returned their SVF or not.

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