



Division of State Group Insurance  
4050 Esplanade Way, Suite 215A  
Tallahassee, Florida 32399-0950  
Tel: 850.921.4600  
Fax: 850.488.0252  
[www.dms.MyFlorida.com](http://www.dms.MyFlorida.com)

Governor Charlie Crist

Secretary Linda H. South

**MANAGEMENT ADVISORY #10-018**

**DATE:** August 17, 2010  
**TO:** All Employees  
**FROM:** Suzetta Furlong, Manager  
**SUBJECT:** Social Security Number Requirement for State Group Health Insurance Plans

Pursuant to Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007, federal regulations require group health plan insurers to maintain and report specific information to coordinate benefits with Medicare. We must ensure Social Security Numbers (SSN) are accurate for **all** covered health plan members and report them to CMS or face severe financial penalties. For information about our ability to require SSNs, please read <http://www.cms.gov/MandatoryInsRep/Downloads/RevisedCollectionSSNEINs.pdf>.

We need your help to meet this federal mandate. Please complete the following steps by September 10, 2010:

1. Verify that your SSN as provided by the federal government is correct in People First.
  - a. Log on to <https://peoplefirst.myflorida.com/logon.htm>.
  - b. Click the *Employee Information* link at the top of the page.
  - c. Click the *Personal Information* link or icon.
  - d. From the list, click the *Personal Info* link.
  - e. Be sure your SSN is correct.
    - i. If it is correct, great! You don't have to do anything.
    - ii. If it is **not** correct, ask your personnel office to correct it for you right away.
2. Verify that the SSN as provided by the federal government for each of your covered dependents\* is correct in People First.
  - a. Log on to <https://peoplefirst.myflorida.com/logon.htm>.
  - b. Click the *Health & Insurance* link at the top of the page.
  - c. Click the *Your Dependents' Information* link or icon.
  - d. Check the box next to the name of one of your covered dependents\* in the list.
  - e. Click the *Update Dependent* button.
  - f. Be sure the SSN for that dependent is correct.
    - i. If it is correct, click *Cancel* to return to the previous screen.
    - ii. If it is **not** correct, click *Edit* and correct the number. Then click *Save*.
  - g. Repeat for each covered dependent.\*

**Completing these steps correctly and by the September 10 due date ensures your health insurance coverage continues without interruption for you and your eligible dependents.**

\*Covered dependents are your eligible dependents who are currently enrolled under your plan. In People First, the Dependent Information screen shows a historical list of dependents who either were covered or are now covered under your plan(s).

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