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**MANAGEMENT ADVISORY #11-005**

**DATE:** March 23, 2011

**TO:** All Employees

**FROM:** Suzetta Furlong, Manager

**SUBJECT:** Social Security Number Requirement for State Group Health Insurance Plans

We are required to have accurate Social Security Numbers (SSNs) on file for all covered health plan members (see Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 and Chapter 60P-2.002 (2)(a)(b), Florida Administrative Code). The federal government can fine the State of Florida and our contracted health insurance carriers for failure to comply.

In August and again during open enrollment we asked you to verify and correct your SSN and the SSNs of your covered dependents\*, if any. If you did, thanks for your quick action!

If you did not, please log in to [People First](#) and complete the following steps by April 22, 2011, to ensure your health insurance coverage continues without interruption.

Verify **your** SSN is correct:

1. Click the *Employee Information* link at the top.
2. Click *Personal Information*.
3. From the list, select *Personal Info*.
4. Be sure your SSN is correct.
  - a. If it is correct, great! You don't need to do anything.
  - b. If it is **not** correct, ask your personnel office to correct it for you right away.

Verify your **covered dependents'** SSNs are correct:

1. Click the *Health & Insurance* link at the top.
2. Click *Your Dependents' Information*.
3. Select one of your covered dependents\* in the list.
4. Click the *Update Dependent* button.
  - a. If the SSN is correct, click *Cancel* to return to the previous screen.
  - b. If the SSN is **not** correct, click *Edit* and enter the correct number and save.
5. Repeat for each covered dependent\*.

If you are not eligible for an SSN or are in the process of obtaining one, please call People First at (866) 663-4735 so your record can be notated. You may be asked to supply a Visa number or other government-issued identification number.

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