



## Dependent Audit: November 3, 2025 - December 19, 2025

**AMWINS**® Cleveland Metropolitan Schools has partnered with Amwins, an independent third-party vendor, to perform a verification of dependent status as it relates to your healthcare benefits. The goal of this exercise is for CMSD to verify the eligibility of your dependent receiving coverage, and removing those that are not qualified for coverage. This exercise will help us control healthcare costs by ensuring only eligible dependents are enrolled in the health insurance plan.

### As a reminder, eligible dependents are defined in your benefits summary as:

- Your spouse, provided you are not legally separated
- Your child up to the end of the month of his/her 26th birthday
- Coverage may be extended to a child of any age who is incapable of self-support due to a mental or physical disability.

**Every employee that is enrolled in dependent coverage will be selected to go through the dependent eligibility verification. If you do not verify the status of your dependent by the deadline of 12/19/2025, they will be dropped from the health insurance plan.** Once you complete the audit, you will be notified if the information you have submitted successfully verified your dependents or if additional documents are needed.

This letter is simply provided as a notice to you for what's to come in the next few weeks. The dependent eligibility audit will not officially begin until November 3, 2025.

### In the meantime, begin gathering your dependent verification documents now if you don't have them on hand

Typically, the required documents are birth certificates for your biological or adopted children, your marriage certificate and/or current income tax forms, and other court documents showing child custody or guardianship. Only copies need to be uploaded into the portal. Please be sure to redact any SSN, account numbers and financial information from any documents you submit.

*\*If you don't already have a certified birth certificate issued by the state, you'll need to request a copy, usually available through the Public Health Department. If you don't have a certified marriage certificate or license, you can typically obtain one from the Probate Court in the county where you were married. Since it may take time to receive these documents, we encourage you to begin the process as soon as possible.*

Your benefits department is unable to submit any previously provided documentation on your behalf. Your portal login information will be specific to you, and it will be your responsibility to upload the appropriate documents to the portal. Act now to ensure you have the proper documentation on hand for the audit. The full Dependent Eligibility Audit information will be mailed to your home address in early November. It will contain all the instructions you need to complete the verification of your dependents.

**More Information to come in the next few weeks. At this moment, there is no action you need to take to submit your documentation.**