

IMPORTANT HEALTH PLAN INFORMATION - ACTION REQUIRED

The Essential Worker Healthcare Trust (EWHT) provides high quality healthcare for Oregon's essential long-term care workers at an affordable rate. We are pleased to provide coverage for both eligible long-term care workers and for workers' eligible dependents. For the family members on your plan to continue to receive coverage under the EWHT, you must send us proof of their eligibility.

It is very important to take action as soon as possible: If we do not receive the supporting documents for dependents on your plan, their eligibility for EWHT benefits will end. This means you may be responsible for reimbursing medical and prescription drug costs.

To submit verification documents for the dependents covered by your plan, **please take the following steps:**

1. Gather the required supporting documentation.

- For a spouse, submit a copy of your marriage certificate. If you are no longer married to a spouse who is enrolled in the healthcare plan, submit a copy of your divorce decree(s) for the spouse(s) you are no longer married to.
- For domestic partnerships, you must submit either a state-issued certificate of domestic partnership or a signed Trust domestic partnership affidavit, which can be found on our website at essentialworkerhealth.org.
- For children, submit one of the following: a copy of the birth certificate, adoption decree, legal guardianship order, Qualified Medical Child Support Order, National Medical Support Order, or other court order documentation that proves the relationship between you, the primary subscriber and your dependent(s).
- Include legal documentation of any name changes such as your child's marriage certificate or court documents.
- Include the Social Security number (SSN) or, if no SSN, another government issued identification for all dependents over the age of one.
- If you do not have the required supporting documentation, please obtain it and send it to the EWHT. For example, you may need to contact your county vital records department to get a certified birth certificate or marriage certificate. You may need to contact the county courthouse for adoption or custodial orders for dependent children. Many documents can be ordered online at www.VitalChek.com.

2. Submit scanned copies or legible photos of the documents to the Trust. If the document is two-sided or has multiple pages, make sure you submit all pages and both sides of the paper. Submit the documents one of these ways:

- Upload to the EWHT Member Portal at EssentialWorkerHealth.org.
- Email to EssentialWorker@RISEpartnership.com.
- Mail to PO Box 94392, Seattle, WA 98124-6692. Please write your name and the last 4 digits of your Social Security number on each document. Send a copy of the document and not the original document.

Additional information on your dependent's health coverage or eligibility status can be viewed at EssentialWorkerHealth.org. If you have questions, call us at (833) 389-0027, 8 am-5 pm, Monday-Friday, or via email at EssentialWorker@RISEpartnership.com.



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Person-centered healthcare coverage for long-term care workers, by long-term care workers.