Statewide Benefits Office
Benefits Made Easy

April 29, 2019

NAME
ADDRESS
City, State ZIP

Dear NAME,

As a State employee enrolled in one of the State of Delaware's Double State Share health plans, you **MUST** complete a Double State Share Verification Form **EACH YEAR** during Open Enrollment to confirm eligibility for continued coverage. **Failure to complete the Double State Verification Form may result in loss of eligibility for enrollment in a Double State Share plan**.

This is a new requirement and completion of the Form must be done during the State's open enrollment period, May 6-24, 2019.

What You Need To Do:
Call To Action

Follow the steps below. All of the information you need is located at https://dhr.delaware.gov/benefits/dss/index.shtml.

1. Complete the *Verification Form.* You **MUST** complete the form in order to verify your DSS eligibility. One form must be completed for each contract of health plan coverage (if you and your spouse are enrolled or will enroll in separate health plans, each of you will need to complete the form). Forms that are not fully complete **WILL NOT** be processed.

2. Complete the form **no later than Friday, May 24th**. Upon completion of the Form, you will receive an email confirmation. Retain this confirmation for your records.

Have questions? Please contact the Statewide Benefits Office at 1-800-489-8933.

Sincerely,

Faith L. Rentz

Faith L. Rentz
Director, Statewide Benefits and Insurance Coverage, DHR

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