

Dear Colleagues,

If you have a disabled child dependent, age 26 or older, on your 2023 medical plan, and you are changing your insurance to a 2024 Aetna medical plan, you are required to have the individual's disability status reverified and approved by Aetna before their coverage will be made active in 2024. **Please note that Aetna cannot begin their review for re-verification of your child's disability status until January 1, 2024.**

To aid impacted employees with this process and expedite Aetna's review and determination timeline as much as possible, Human Resources has provided the required steps and forms for you to complete below.

- Step 1: During Open Enrollment, update the individual's dependent details in the benefits portal, mybenefits.pepperdine.edu, to reflect "disabled child". Then, add the individual to all desired insurance coverage (i.e., medical, dental, etc.). Their enrollment will be received **but not processed until the following steps are completed and approved by Aetna.**
- Step 2: The employee, who is a parent or legal guardian of the child, is required to complete the [Request for Continuation of Coverage for Disabled Child Form](#). Employees should leave the Aetna group and member number fields blank.
- Step 3: The employee is required to have their child's attending physician complete the [Physician Statement Form](#). Employees should leave the Aetna group and member number fields blank.
- Step 4: Return both completed forms to Human Resources at benefits@pepperdine.edu. The HR Benefits Team will submit these documents directly to the Aetna Account Manager assigned to Pepperdine, and both team, HR and Aetna, will monitor the review timeline closely.

On January 1, an Aetna director will begin their review of your child's reverification of disability status, and they will provide a determination of your child's eligibility to you and Pepperdine within **15 days** of beginning their review.

If your child is approved for coverage as a disabled dependent, Human Resources will ensure medical coverage is effective retroactively to January 1, 2024, and provide temporary proof of coverage until the individual's medical card is mailed to your address on file.

For questions, please contact Human Resources at benefits@pepperdine.edu.