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 the Kaiser Permanente HMO plan for 2024, you are required to have the individual's disability status reverified and approved by Kaiser before their coverage will be made active in 2024.

To aid impacted employees with this process and expedite Kaiser's review and determination timeline as much as possible, Human Resources has provided the required steps 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 Kaiser**.

NOTE: If proof of prior certification, from a Kaiser or non-Kaiser physician, is furnished to Kaiser, a 6-month temporary certification grace period is provided to the dependent. The 6-month grace period allows time for the application to be completed and returned to Kaiser for the eligibility review. If the dependent does not qualify or if the application is not returned the coverage is terminated at the end of the grace period.

Step 2: Kaiser Permanente will receive the enrollment request based on your elections and enrolled dependents after Open Enrollment has concluded. For children over the age of 26, Kaiser will mail a *Continued Coverage for Overage Dependent Application* to the employee's residential address on file.

Step 3: Kaiser Permanente will keep your dependent child in a rejected enrollment status until they are certified for Overage Dependent enrollment.

If your child is approved for coverage as a disabled dependent, Human Resources will ensure medical coverage is effective retroactively to January 1, 2024.

For eligibility questions, please contact Kaiser's Dependent Certification department at CSC-Overage-Dependent-CA@kp.org.