

## *Your College Student's Benefits*

*Here is a checklist designed to help make sure your dependent will remain on your health insurance policy. Please remember that your dependent, from ages 19 – 25, must be a full time student to be eligible for benefits under your policy.*

- *Send a letter to United HealthCare stating dependent is a full time student. A “sample letter” can be obtained at the Human Resource website – [www.oswego.edu/hr](http://www.oswego.edu/hr).*
- *UUP and CSEA usually mail a student verification form directly to your home. You can also access the UUP forms at their website – [www.uupinfo.org](http://www.uupinfo.org). For CSEA, you may call 1-800-323-2732 to request a student verification form. Both UUP & CSEA forms are available at the Human Resource Office.*
- *If you are enrolled in the NYS Empire Plan and need to obtain a health insurance card for your dependent, please call Karen Sawyer at 312-3626. If you are enrolled in an HMO, you will need to call them directly for a card.*
- *If you are enrolled with NYS Empire Plan and your dependent needs to see a physician or fill a prescription while at college, you may go to the Department of Civil Service website, [www.cs.state.ny.us](http://www.cs.state.ny.us), to locate participating providers and drugstores. If you are enrolled in an HMO, you will need to speak directly to the HMO.*
- *You will need your dependent's authorization in the form of a signed Health Insurance Portability and Accountability Act (HIPPA) waiver to resolve any claim problems. You can download the form from the Department of Civil Service web site – [www.cs.state.ny.us](http://www.cs.state.ny.us). Click on the link for HIPPA privacy information. The form is also available at the Human Resource Office.*