

BILH Benefits Dependent Verification

Frequently Asked Questions

Beth Israel Lahey Health employees who have dependents enrolled in their benefit plans will be required to participate in a Dependent Verification from **February 23 to March 13**.

The dependent verification process helps ensure BILH's benefit plans cover only eligible dependents, which keeps benefit costs focused on supporting employees and their families. For this reason, we have partnered with Winston Benefits to conduct a Dependent Verification, ensuring our benefit plans cover only eligible dependents.

All employees who have dependents enrolled in our benefit plans will be contacted by Winston Benefits starting in early February. Winston will provide instructions on how to provide documents that verify the eligibility of your dependents.

Below are frequently asked questions about the Dependent Verification process. **If you have questions that are not answered here, please contact the HR Service Center, by creating a case in Workday or calling (617) 667-5000. Between February 23 and March 13, you can also contact the Winston Benefits support team at (866) 216-6040.**

Q: Who does BILH consider an eligible dependent?

A: Eligible dependents include legal spouses, dependent children under the age of 26, and qualified disabled dependent children of any age. For complete dependent eligibility information, view the list of acceptable documents posted on [BILH Benefits Central](#).

Q: Who is Winston Benefits?

A: Winston Benefits has been engaged by BILH to conduct this dependent verification. Winston Benefits will contact you by U.S. Mail and your work email to request copies of documents that will verify the eligibility of any dependents you currently have enrolled in our benefit plans.

Q: Why is BILH conducting a dependent verification?

A: BILH has a responsibility to ensure that only eligible dependents receive benefits, which keeps benefit costs focused on supporting employees and their families.

Q: What do I need to do?

A: Read carefully the communications you receive from Winston Benefits, which will include specific instructions on how to upload documentation confirming the eligibility of your dependents and a list of acceptable documents to confirm their eligibility. You will receive these communications from Winston Benefits, via work email and U.S. Mail.

Q: What documents do I need to prove eligibility? Where can I get them?

A: The communications from Winston Benefits will include a detailed list of acceptable dependent documentation. This list can also be found on [BILH Benefits Central](#).

Q: Will my information be shared with anyone outside BILH?

A: The information you submit will remain confidential and viewed only by staff from Winston Benefits and the BILH Benefits team who are working to complete the dependent verification.

Q: Is my personal information secure?

A: Yes. All submitted documents are handled confidentially and used solely for the purpose of verifying dependent eligibility. If you choose to provide this documentation via a 2024 or 2025 tax return (form 1040), you may redact all sensitive information except Name, DOB, and Relationship.

Q: What happens if I do not provide documentation during the verification period?

A: If you do not successfully complete the Dependent Verification process by March 13, your dependents will be removed from benefit coverage on April 30, 2026.

Q: If I do not successfully complete the dependent verification and my dependents are removed from my benefit plans, will I have the opportunity to enroll them again in the future?

A: Yes. If your dependents meet BILH's benefit eligibility requirements and you are able to provide documentation that shows so, you will be able to add them to your benefits during the next Open Enrollment period, or if you experience a qualifying life event (e.g., marriage, divorce, birth of a child). If you have questions about benefit dependent eligibility, please contact the HR Service Center, by creating a case in Workday or calling (617) 667-5000.

Q: If a dependent is not eligible for benefits, where can my dependent go to get medical and dental coverage?

A: Many individual policies are available for people who are not eligible for company health plans through the [Massachusetts Health Connector](#). Those who live in states other than Massachusetts can view plans available to them at www.healthcare.gov.

Q: If I know that someone who is currently covered by my BILH benefits does not meet eligibility requirements, can I remove them before the audit begins?

A: Yes. If you find you've enrolled someone who isn't eligible, please reach out to the HR Service Center to remove this individual from your plans.

Q: Are common law spouses recognized as eligible dependents?

A: Common law spouses may be eligible dependents if the spouse is recognized under state law as legally married to the employee, which does not include individuals who are part of a civil union or domestic partnership. Common law marriages will be subject to the same documentation requirements as legal marriages.

Q: If I drop dependents, will they be eligible for continued coverage through COBRA?

A: Only dependents who were initially eligible for coverage and lost their eligibility within the last 60 days due to a COBRA-qualifying event will have COBRA rights. Dropping coverage for someone who was not eligible to participate in coverage is not a COBRA-qualifying event.

Q: What happens if I miss the deadline to submit my documentation. What do I do?

A: If you do not successfully complete the Dependent Verification process by March 13, your dependents will be removed from benefit coverage on April 30, 2026.

Q: How long does it take to get a government-issued birth or marriage certificate (a vital record)?

A: If you need a vital record from a state, county, foreign embassy, or consulate, order your documentation as soon as possible.

Q: What if I cannot access my government-issued birth or marriage certificates?

A: If you are unable to locate the government-issued birth or marriage certificate to confirm dependent eligibility, you may use your most recent tax return (form 1040 from either 2024 or 2025), provided it shows the dependent relationship.

Q: My child is a dependent under the health plan(s). I have tried to locate and obtain a copy of a government-issued birth certificate, and despite my best efforts, I have been unsuccessful. Is there an alternative to providing a government-issued birth certificate?

A: Yes. If you have tried to locate and obtain a copy of a government-issued birth certificate and have been unsuccessful, you may use your most current tax return (form 1040 from either 2024 or 2025) provided it shows the dependent relationship.

Q: My documents are not in English. Do I need to have them translated before uploading/sending the documents to Winston Benefits?

A: If your documents are in a language other than English, please contact Winston Benefits on or after February 23 to discuss next steps. Call the support team at (866) 216-6040.

Q: Does BILH require new hires, or those newly-eligible for benefits, to provide proof of dependent eligibility when enrolling?

A: Yes. BILH requires anyone enrolling a new dependent in our benefit plans to provide documentation of the individual's eligibility.