

## **FAQs – Social Security Number (SSN) and Lawful Presence**

Due to recent legislative actions, the MoDOT/MSHP Medical and Life Insurance Plan (Plan) is required to obtain and maintain additional information and documentation from members currently enrolled in the Plan.

### **Who is a member?**

A member includes a subscriber, spouse or dependent enrolled in the Plan. A subscriber is the individual enrolled as the policyholder in the Plan.

### **Why is the Plan requiring social security information?**

In order to be compliant with the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), the Plan is required to keep social security numbers on file for members currently enrolled in the Plan.

### **Why is the Plan requiring proof of lawful presence in the United States?**

In order to be compliant with Missouri Revised Statute 208.009, the Plan is required to verify legal citizenship, permanent residency, or lawful presence in the United States for any member who is receiving public benefits.

### **Who needs to submit social security information?**

All Plan subscribers who have spouse and/or dependent coverage will be required to furnish social security numbers for their enrolled spouse and/or dependent(s).

### **Who needs to submit proof of lawful presence documentation?**

- **ALL spouses and/or dependents enrolled in the Plan**
- COBRA Plan subscribers
- Long-Term Disability Plan subscribers
- Work-Related Disability Plan subscribers
- Vested Plan subscribers
- Survivor Plan subscribers **not receiving a benefit from the MoDOT/MSHP Employees' Retirement System (MPERS)**

### **Who does not need to submit proof of lawful presence documentation?**

- Active Plan subscribers
- Retired Plan subscribers **receiving a benefit from MPERS**
- Survivor Plan subscribers **receiving a benefit from MPERS**

### **What forms of ID are acceptable to verify lawful presence in the United States?**

- U.S. Birth Certificate
- U.S. Passport (valid or expired)
- U.S. Passport Card (valid or expired)
- Certificate of Citizenship
- Certificate of Birth Abroad
- Certificate of Naturalization
- Valid Lawful Permanent Resident Card

### **Where do I obtain a Missouri birth certificate?**

Members born in Missouri may obtain their birth certificate from their nearest health department or from the Department of Health and Senior Services in Jefferson City, MO. More information about obtaining birth certificates for births within Missouri can be found on the Missouri Department of Health and Senior Services website at: <http://www.dhss.mo.gov/BirthAndDeathRecords/applications.html> - Births

### **Where do I obtain an out-of-state birth certificate?**

Members born in states other than Missouri must obtain their birth certificates from the state where the birth took place. More information about obtaining out-of-state birth certificates can be found on the National Center for Health Statistics website at: <http://www.cdc.gov/nchs/w2w.htm>

### **What are the costs associated with a certified birth certificate?**

The cost of obtaining a certified copy varies by state. For members born in Missouri, the cost is \$15 for each certified birth certificate.

### **Will you need a US certified birth certificate, or will a copy of a US certified birth certificate be acceptable?**

A copy of a US certified birth certificate is acceptable.

### **How do I submit this information?**

The Request for Social Security Information Form and copies of appropriate lawful presence documentation must be returned together. Members may return the information via one of the following options:

- 1) Via mail: MoDOT/MSHP Medical and Life Insurance Plan  
PO Box 270  
Jefferson City, MO 65102
- 2) Via fax: 1-573-526-4280
- 3) Via email: [EmployeeBenefits@modot.mo.gov](mailto:EmployeeBenefits@modot.mo.gov)
- 4) In person to your respective District/Division/Troop Insurance Representative, or to the Employee Benefits office located at 1913 William Street, Jefferson City, MO.

### **What is the deadline for submitting the documentation?**

The deadline for submitting the documentation is **July 1, 2009**.

### **What will happen to my coverage if the information is not submitted timely?**

Members that fail to submit the required documentation by the deadline will not be eligible to continue coverage under the Plan.

### **How will this information be kept confidential?**

The Plan is required by law to obtain this confidential information from members. The number of individuals who have access to this form will be limited, and security measures have been put into place.

### **Other Questions?**

Please contact your respective insurance representative or the Employee Benefits staff toll-free at 1-877-863-9406 with additional questions.