



Rutherford County, Tennessee

Risk Management

303 N. Church St., Ste.201, Murfreesboro TN 37130

Melissa Street, Director

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Dear Employee,

Rutherford County has a verification process to determine eligibility for all dependents (spouse and/or children) added to medical and dental plans. To avoid removal of any dependent(s) you add during your enrollment period, verification of their eligibility must be provided to the Risk Management Department no later than 60 calendar days from your date of hire.

The most common document used to provide the required proof, is a copy of your current year Federal Income Tax Return. You may refer to the **REQUIRED DOCUMENTS LIST** for pages of the Tax Return needed for submission. (***Please block all financial information on the pages prior to sending.***) Additional acceptable documentation and information is included on this list as well.

You may send this documentation to my attention via US Mail, email, fax or in person at the Risk Management Office. To receive confirmation proper documentation was received, include an email address with your submission.

Please remember, failure to submit the appropriate documentation within the 60 calendar day time-frame will result in your dependent(s) being removed from the selected benefit plans retroactively. In this event, your dependent(s) would not be eligible for re-enrollment until the Open Enrollment period for benefits beginning in January of the following year.

Should you have any questions, please feel free to contact me.

Sincerely,

Melissa Griffy
Insurance Administrator
mgriffy@rutherfordcountyttn.gov