

**From:** [noreply@verifi1.com](mailto:noreply@verifi1.com)  
**To:**  
**Subject:** Lincoln Parish School Board- Dependent Verification with Verifi1  
**Date:** Monday, April 3, 2023 9:32:25 AM  
**Attachments:** [Initial.pdf](#)

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Dear

User ID:#####

Lincoln Parish School Board strives to provide competitive, cost-effective benefits for our employees. To remain compliant with our health care plan rules, and to help manage health care costs, Lincoln Parish School Board is required to conduct a dependent eligibility verification (DEV) program. Lincoln Parish School Board has retained a third-party administrator, Verifi1 to manage our dependent eligibility verification program. You will be required to submit documentation to verify that the dependents you have enrolled in health care coverage meet the rules defined by the Lincoln Parish School Board plan.

**This Verification applies to ALL the following Employee Benefit Plans:**

The Lincoln Parish School Board Self-Funded Medical Plan (all enrolled active employees and some retirees are covered under this plan)

The Lincoln Parish Self-Funded Dental Plan (all enrolled active employees and retirees are covered under this plan)

The Lincoln Parish School Board Medicare Advantage Plan (most enrolled retirees who are Medicare eligible are covered under this plan.

From time to time, you may receive updates via email containing information and updates regarding where you stand in the verification process. Please see the attached document regarding information associated with the most recent information regarding the dependent verification process, or log in to <https://LPSB.verifi1.com> if you have additional questions.

**WHAT DO YOU NEED TO DO?**

A list of the documents required to verify the eligibility of each dependent can be found on the attached document. For additional options and information, please log in to <https://LPSB.verifi1.com>. **All documents must be submitted by 05/19/2023.**

1. Go to <https://LPSB.verifi1.com> and select the register now button. Answer the following questions to register as a new user.
2. Log in to <https://LPSB.verifi1.com> using the User-ID (located at the top, right hand corner of this letter), your email address, and password you created when you registered.
3. Verify the data for each dependent and select the documents you will submit for verification.
4. Upload or drag and drop the files into the system (documents must be uploaded for each dependent individually).
5. Within three business days, you will be sent an email regarding the review of the documents submitted and the status of your dependents.
6. If your dependent(s) does not meet the eligibility rules, please log in to <https://LPSB.verifi1.com> and voluntarily request that the dependent(s) be removed, or check the "remove dependent" box next to the dependent(s) you would like to remove, then scan and upload this document.

If for whatever reason you are unable to log in to <https://LPSB.verifi1.com>, and cannot upload your documents to the website:

You can **fax** your documents to 800-209-9201 or you can **mail** your documents to PO BOX 851408, Westland, MI 48185-0690 **using a copy of this form as a cover sheet**. It is your responsibility to ensure that documents are faxed properly and to the correct number.

**HOW YOU CAN REACH US**

If you have any questions, please log in to <https://LPSB.verifi1.com> for information on your dependent(s) status, instructions on what to do or additional options for verifying your dependents. If you can't find the information you need to complete the process, please call 855-486-2472 between 7 am and 7 pm CST Monday-Friday..

Thank you,  
Your Lincoln Parish School Board Benefits Team