



August 15, 2023

Dear Associate ID

Albertsons Companies, Inc. recently announced it will be verifying the eligibility of spouses, children and other dependents enrolled in Albertsons Companies, Inc. medical, dental and/or vision plans. This verification is one way Albertsons Companies, Inc. is working to manage the costs of providing comprehensive and competitive health benefits. It also helps Albertsons Companies, Inc. comply with the plans' eligibility requirements and federal laws like ERISA and the IRS tax code.

Our records show you have one or more dependents enrolled in an Albertsons Companies, Inc. medical, dental and/or vision plan. This means you'll need to submit documentation to verify the eligibility of each dependent you cover.

In this packet, you'll find instructions to submit documentation online, by mail or by fax.

It is important that you verify the eligibility of all your covered dependents. Submit the appropriate documents online, or postmark or fax them by September 15, 2023.

If you fail to verify a dependent, or identify a dependent as ineligible, the dependent will be removed from Albertsons Companies, Inc.'s medical, dental and/or vision coverage on October 31, 2023.

Important Enclosures:

Certification of Dependent Eligibility Form — This shows the dependent(s) you have enrolled for medical, dental and/or vision benefits and provides instructions to submit documents.

Dependent Verification Return Cover Sheet — This includes important information that helps us match the documents with your record. Include this cover sheet when you fax or mail documents.

Frequently Asked Questions — Answers to common questions about the verification process.

Definition of Dependent Eligibility — This provides information on who can be enrolled for Albertsons Companies, Inc.'s medical, dental and/or vision benefits.

Definition of Acceptable Documentation — This lists the acceptable primary and secondary documents to verify eligibility for each dependent type.

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How to Complete the Dependent Eligibility Verification Process

You can complete the verification process online at https://review.ehr.com/drs_Albertsons, or by mailing or faxing the documents. Follow these steps:

1. **Review the enclosed documents.**
2. **If you still have questions, call the WTW Dependent Verification Center** at 1-855-451-3113 between 7 a.m. and 4 p.m. (MT), Monday through Friday.
3. **Confirm the eligibility status of your covered dependent(s)** in one of the following three ways. We encourage you to send your documentation in all at once.

Online	<ul style="list-style-type: none">• Log on to the secure Albertsons Companies, Inc. Dependent Eligibility Review website at https://review.ehr.com/drs_Albertsons.• Click “<i>Verify Dependents</i>” on the home page.• Identify your dependent(s) as “Eligible” or “Ineligible” by selecting the appropriate button(s).• Follow the instructions to upload electronic documents for each eligible dependent. After your upload, you can return to this website at any time to confirm delivery and track your dependent(s)’ verification status.
By Mail	<ul style="list-style-type: none">• Make copies of required documents.• Complete the enclosed <i>Certification of Dependent Eligibility Form</i> by checking the appropriate boxes, signing and dating. Return your completed <i>Certification of Dependent Eligibility Form</i> with <u>copies</u> of documents to: WTW Dependent Verification Center, DEPT: ALBSDRS, P.O. BOX 981916, EL PASO, TX 79998. Postmark your mailing by September 15, 2023.• You can visit https://review.ehr.com/drs_Albertsons to track your dependent(s)’ verification status. Information is generally posted within 5 to 7 business days of receipt.
By Fax	<ul style="list-style-type: none">• Make copies of required documents.• Complete and return the enclosed <i>Certification of Dependent Eligibility Form</i> by checking the appropriate boxes, signing and dating. Fax your completed <i>Certification of Dependent Eligibility Form</i> with <u>copies</u> of documents to the WTW Dependent Verification Center at 1-866-335-4558.• You can visit https://review.ehr.com/drs_Albertsons 5 to 7 business days after your fax is sent to track your dependent(s)’ verification status.

After you submit acceptable documents, a statement confirming your dependent(s)’ eligibility will be mailed to you within 7 to 10 business days of processing all dependents. We will notify you if additional information is required.

We appreciate your cooperation with this process. If you have any questions, please call the **WTW Dependent Verification Center** at 1-855-451-3113. Representatives are available between 7 a.m. and 4 p.m. (MT), Monday through Friday.

Sincerely,
WTW Dependent Verification Center



Certification of Dependent Eligibility Form

Instructions for Mailing or Faxing Documentation

To continue Albertsons Companies, Inc. medical, dental and/or vision benefits for your dependent(s), you must provide appropriate documentation to verify their eligibility for coverage. Documentation must be submitted online, postmarked or faxed by **September 15, 2023**.

To mail or fax copies of appropriate documents, please complete the form on the back of this page and follow these steps:

You can also complete the dependent eligibility verification process online at https://review.ehr.com/drs_Albertsons. You can upload documents quickly and easily, as well as check the status of your dependent verification.

1. **Verify each dependent's eligibility.** The individuals shown on the other side of this form are currently enrolled as dependent(s) under your Albertsons Companies, Inc. medical, dental and/or vision benefits. Review the enclosed *Definition of Dependent Eligibility* and mark whether each individual is "**Eligible**" or "**Ineligible**".
2. **Make a copy of dependent eligibility documentation and submit it for each covered dependent.** Please refer to the enclosed list of *Acceptable Documentation* for each dependent type. **Please note more than one piece of documentation may be required.** Do not send original documents because they cannot be returned. See the enclosed *Frequently Asked Questions* for tips on how to obtain copies of records.
3. **Complete, sign and return this form with the required documentation.** Check the appropriate box (on the other side of this form) to indicate that you've enclosed a copy of the required documentation for each of your eligible dependents. Sign, date and return the form along with your dependent eligibility verification documentation.

By Mail

WTW Dependent Verification Center, DEPT: ALBSDRS, P.O. BOX
981916, EL PASO, TX 79998

By Secure Fax

1-866-335-4558

Return copies of the documents by **September 15, 2023**.

IMPORTANT NOTE: The purpose of this form is to verify those dependents who meet the definition of dependent eligibility and/or remove individuals who are no longer eligible for Albertsons Companies, Inc. benefits. This process does not allow you to add or remove eligible dependents from Albertsons Companies, Inc. benefits. If the relationship or date of birth of any individual listed on the other side of this form is incorrect (e.g., a child is listed as a spouse), please contact the **WTW Dependent Verification Center at 1-855-451-3113**. Representatives are available from 7 a.m. to 4 p.m. (MT), Monday through Friday

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Individuals Enrolled as Your Dependents for Medical, Dental And/Or Vision Benefits

NAME	RELATIONSHIP	DATE OF BIRTH	ELIGIBLE	INELIGIBLE	REQUIRED VERIFICATION DOCUMENTS ENCLOSED	
					YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

According to our records, the individual(s) shown in the table above are currently enrolled as your dependent(s) under Albertsons Companies, Inc. benefits. Based on the enclosed *Definition of Dependent Eligibility*, please

- check the appropriate box above to note whether each individual is “Eligible” or “Ineligible” and
- submit the required documents for those who are eligible.

I understand that by signing below I am confirming that any dependents listed as eligible above meet the eligibility requirements defined in the enclosed *Definition of Dependent Eligibility* and are eligible to receive benefits as my dependents.

Associate Signature

Date

If you submit your documentation online, you may confirm delivery and track verification by logging on to https://review.ehr.com/drs_Albertsons.

If you send copies via U.S. mail or fax, you may check the status online within 5 to 7 business days. A confirmation statement will be mailed to your home within 7 to 10 business days of processing all of your dependents or you will be notified if additional documentation is required.



Dependent Verification Return Cover Sheet
PLEASE RETURN THIS PAGE WITH MAIL OR FAX

To: WTW Dependent Verification Center	From:
Fax: 1-866-335-4558	Pages:
Phone: 1-855-451-3113	Date:
ID#:	Company: Albertsons Companies, Inc.
Comments:	

To ensure all documents are legible, make a black and white copy and enlarge the document as much as possible. You may also change the settings on your fax machine to "Fine" or "Highest Quality" resolution. If the copy is still not legible, it will be necessary to upload securely online at https://review.ehr.com/drs_Albertsons or send a legible **copy** via mail, including this bar-coded cover sheet.

To protect your privacy, please BLACK out all financial information and Social Security numbers on documents.

Please return this completed form with documentation. It includes important information that helps us match the documents with your record and will speed up the process for you.

Dependent Verification Frequently Asked Questions

1. ***Why is Albertsons Companies, Inc. verifying dependent eligibility?***

Dependent eligibility reviews are an industry best practice to ensure compliance with regulatory requirements and help control the cost of benefits for everyone.

Under the federal law that governs employee benefit plans (ERISA), we are required to follow the terms of our plans, including covering only eligible dependents. Enrolling ineligible individuals is a very serious issue that affects our compliance with ERISA.

Moreover, when ineligible individuals incur claims, our total cost of healthcare benefits increases. Albertsons Companies, Inc. and its Associates share the cost of our benefit plan, and this review will help monitor the plan eligibility requirements and ensure only eligible dependents are enrolled.

2. ***What happens if I do not provide documents by the deadline?***

If you fail to complete the verification process, your unverified dependents will be removed from Albertsons Companies, Inc.'s medical, dental and/or vision plans. Termination of an individual who was not eligible for benefits is not a COBRA qualifying event.

If you provide documents by the deadline, but they are incorrect or incomplete for one or more of your dependents, you'll receive an *Insufficient Documentation Letter* that explains the reason for incomplete documentation and requests the appropriate documents.

3. ***Why is Albertsons Companies, Inc. conducting this review now?***

Albertsons Companies, Inc.'s benefit costs have risen substantially over the last decade. Albertsons Companies, Inc.'s healthcare costs are one of the largest components of our benefit plans. Employers have a fiduciary duty to monitor plan operations and ensure that plan funds are only authorized for those Associates who are eligible for coverage under ERISA.

4. ***How do I get a copy of my dependent's birth certificate, marriage certificate or other records?***

Copies of birth certificates and other personal vital records can only be obtained from the state or country in which they were originally filed. Some resources for obtaining documents:

- **Your local county office of your dependent's birth and/or marriage.**
- **National Center for Health Statistics** through the Centers for Disease Control — Information for all states can be found at <http://www.cdc.gov/nchs/w2w.htm>.
- **VitalChek** — Online provider of vital records at <http://www.vitalchek.com>.
- **U.S. Department of State** — A Consular Report of Birth can be obtained by writing to the U.S. Department of State for individuals born abroad to U.S. citizen parents. Visit <http://www.state.gov> for more information.
- **Internal Revenue Service** — A free transcript of a federal tax return can be obtained by contacting the local IRS office. Local contact information is available at <http://www.irs.gov>.

Please note: Obtaining records can sometimes take longer than expected and requesting record copies may cost a fee. Request your records in a timely manner (e.g., foreign birth or marriage record).



5. ***My child's birth certificate states that copies should not be made. Should I submit an original?***
PHOTOCOPYING VITAL RECORDS: Some states and municipalities prohibit the photocopying of certain vital records, such as birth certificate, death certificate and marriage certificate. If state or local law prohibits you from photocopying a certified vital record, please provide a copy of the vital record that it is in compliance with your state or local regulations.
6. ***Will Albertsons Companies, Inc. help me pay the costs of obtaining documents that I may not have on hand?***
No. You must pay any costs associated with obtaining or copying acceptable documents.
7. ***If I cover my dependent only for dental or vision benefits, and not medical, do I need to complete the verification process?***
Yes. This verification process applies to any dependent covered under the Albertsons Companies, Inc. medical, dental and/or vision benefits.
8. ***I have some documents ready, but not all of them. Should I submit them individually?***
We encourage you to send in all your documentation at the same time. However, if the deadline is approaching, you may submit whatever documentation you have collected. You will receive a letter with a list of your dependent(s) who still have missing documents.
9. ***If I submit my verification documents via mail or fax, how will I know if my completed Certification of Dependent Eligibility Form and documents were received?***
If you send **copies** via U.S. mail or fax, you may check the status online at https://review.ehr.com/drs_Albertsons within 5 to 7 business days of receipt. A confirmation statement will be mailed to your home within 7 to 10 business days of processing all of your dependents.
- If you submit your documentation online, you may confirm delivery and track verification by logging on to https://review.ehr.com/drs_Albertsons.
10. ***Is this process confidential?***
Yes. All Associate documentation submitted to WTW will remain protected and confidential throughout the process. WTW is a reputable global professional services company, and that's why we've engaged them to conduct the dependent eligibility review.
- For additional protection, please black out all financial information as well as any Social Security numbers.*
11. ***What type of files can I upload to the online system?***
You can upload .jpg, .png, .pdf, and .gif photo files. You can even upload photos of documents taken from a camera or smartphone, as long as they are legible.

12. I am faxing a document that may not come through clear enough to read. Should I do anything different when faxing documents?

Yes. A normal loss of quality occurs when faxing, sometimes making received faxes difficult to read. This can be especially true when trying to fax a photo ID or other documents that are not black and white or contain small print. To make the document easier to read, try the following:

- Make a black and white copy of the document (if the original is in color).
- Enlarge the document as much as possible while ensuring it is still an 8.5" x 11" copy.
- Change the settings on the fax machine you're using to the highest resolution available. On most fax machines you can go to Settings > Resolution > Choose "Fine" or "Highest Quality". See your fax machine's Owner's Manual for additional instructions.

If the quality of the copy is still in question, you may upload via the secure website at https://review.ehr.com/drs_Albertsons or mail the copy to: **WTW Dependent Verification Center, DEPT: ALBSDRS, P.O. BOX 981916, EL PASO, TX 79998.**

13. What if my divorce decree stipulates that I maintain health insurance for my former spouse?

Regardless of the decree, a former spouse is not an eligible dependent for Albertsons Companies, Inc. benefits. Upon divorce decree date, a former spouse can continue COBRA coverage for up to 36 months.

14. My dependent documentation was issued in a foreign country and is not in English. Do I need to provide a copy of the document translated into English for it to be acceptable?

Yes. Any document provided as proof of eligibility that is in a foreign language (such as marriage certificate or birth certificate) must be accompanied by a notarized translation in English.

15. I am trying to upload more documentation for my dependents, but the "Verify Dependents" link is no longer showing on the home page. How can I upload more documents?

You can either wait until the review is complete and the link appears, this can take 1-2 business days from the time you submitted the documents or call the WTW Service Center at 1-855-451-3113 and have your account unlocked.

Definition of Dependent Eligibility

TYPE OF DEPENDENT	DEFINITION OF DEPENDENT ELIGIBILITY
Spouse	Legally married spouse (as defined by federal law)
Domestic Partner	Your same-sex or opposite-sex domestic partner
Common-Law Spouse	As defined by the state where Common-Law status is established
Eligible Child	<p>An eligible child is a child who is your:</p> <ul style="list-style-type: none"> • Natural child • Stepchild • Legally adopted child, including a child placed in your home for the purpose of adoption • Child for whom you have legal guardianship • Child for whom you are required to provide coverage under a Qualified Medical Child Support Order (QMCSO), as long as the child meets the definition of an eligible dependent • Child of any age who meets the guidelines for mental or physical incapacitation before age 26. • Child of your domestic partner.

Definition of Acceptable Documentation

TYPE OF DEPENDENT	ACCEPTABLE DOCUMENTATION (COPIES ONLY NO ORIGINALS) TO SUBMIT
Spouse	<p>One of the following:</p> <ul style="list-style-type: none"> • Marriage Certificate <p>AND</p> <p>Any one of the following (BOTH names must be listed on the document)</p> <ul style="list-style-type: none"> • Credit card statement • Bank Statement • Property tax statement from the last 12 months • Current mortgage statement or other proof of joint ownership of the home • Current rent/lease agreement • Page 1 of federal or state tax return (1040, 4506, 4506-T, 8879 or M8453) from one of the prior two years, listing spouse ¹ • Auto/homeowner insurance currently in effect (one spouse listed as owner and one as a driver) • Utility bills, from the last 3 months <p>*If married within the current calendar year, only a Marriage Certificate is required</p>
Domestic Partner Common Law Spouse	<p>One of the following:</p> <ul style="list-style-type: none"> • Common Law Affidavit / Declaration of Common Law Marriage • Domestic Partner Affidavit / State Domestic Partner Registration <p>AND</p> <p>Any one of the following (BOTH names must be listed on the document)</p> <ul style="list-style-type: none"> • Credit card statement • Bank Statement • Property tax statement from the last 12 months • Current mortgage statement or other proof of joint ownership of the home • Current rent/lease agreement • Page 1 of federal or state tax return (1040, 4506, 4506-T, 8879 or M8453) from one of the prior two years, listing spouse ¹ • Utility bills, from the last 3 months
Child ▪ Biological	<p>One of the following:</p> <ul style="list-style-type: none"> • Government Issued Birth Certificate • Hospital Record of Birth (if child is born within the last 6 months) • Proof of Maternity / Paternity • Report of Birth Abroad of a U.S. Citizen • Court-approved child support order • Divorce decree showing children born to the marriage • Family Registry (Foreign Births only)

Child <ul style="list-style-type: none">▪ Adopted▪ Legal Guardianship	One of the following: <ul style="list-style-type: none">• Reissued birth certificate (listing adoptive parent names)• Adoption papers (with signature or seal)• Court-approved child support order• Court-approved guardianship papers				
Child <ul style="list-style-type: none">▪ Stepchild▪ Child of Domestic Partner	One of the following: <ul style="list-style-type: none">• Government Issued Birth Certificate• Hospital Record of Birth (if child is born within the last 6 months)• Proof of Maternity / Paternity• Report of Birth Abroad of a U.S. Citizen• Court-approved child support order• Divorce decree showing children born to the marriage• Family Registry (Foreign Births only)	AND	One of the following: <ul style="list-style-type: none">• Common Law Affidavit / Declaration of Common Law Marriage• Domestic Partner Affidavit / State Domestic Partner Registration	AND	One of the following: <ul style="list-style-type: none">• Credit card statement• Bank Statement• Property tax statement from the last 12 months• Current mortgage statement or other proof of joint ownership of the home• Current rent/lease agreement• Page 1 of federal or state tax return (1040, 4506, 4506-T, 8879 or M8453) from one of the prior two years, listing spouse ¹• Utility bills, from the last 3 months

¹ To protect your privacy, black out Social Security numbers and all financial information or monetary amounts appearing on any documents submitted.

PHOTOCOPYING VITAL RECORDS: Some states and municipalities prohibit the photocopying of certain vital records, such as birth certificate, death certificate and marriage certificate. If state or local law prohibits you from photocopying a certified vital record, please provide a copy of the vital record that is in compliance with your state or local regulations.