

**Pension, Payroll & Employee Benefits Division**

Metro Hall  
55 John Street  
13<sup>th</sup> Floor  
Toronto, Ontario M5V 3C6

August 2, 2022

Dear Employee,

This fall, the City is undertaking a family benefit plan verification exercise. We will be asking you, as employees who have family health and dental coverage, to assist us in ensuring that all family members listed under your benefits plan are still eligible for coverage.

This gives you an opportunity to have a look at who is listed under your plan and confirm they should still be covered. In order to confirm eligibility of your family members, you will be asked to provide documents that confirm your relationship.

A verification exercise like this is standard across many public and private sector organizations. To ensure that our benefits program is sustainable, it is important that only those who are eligible for benefits coverage are receiving benefits. It's also an opportunity to correct any errors that may have occurred over the years, and to update your benefits plan if you have experienced any life changes. As a standard practice, the City will carry out this verification exercise every four to five years.

Mercer (Canada) Limited, an independent consulting firm, will be helping us with this verification. This fall you will receive detailed instructions from Mercer to confirm your family member's eligibility under the benefits plan and how to submit the necessary documents online. We are informing you early in the process so you can have your documentation ready for fall. Documentation may include a birth or adoption certificate, marriage certificate, guardianship documents, divorce judgements, and other documents as outlined in the enclosed document.

Employees without a City email address will receive their verification package via Canada Post.

Any documentation you provide will be confidential and only used to confirm eligible family members for this verification exercise. It will not be used to enroll new family members in your benefits plan.

Participation in this exercise is important, as employees who do not submit their verification forms will see their benefits revert to 'single' where just the employee is covered under the plan.

If you have any questions about family plan verification, please contact TEAM Central at 416-338-0016, and keep an eye on your mailbox this fall for your verification package.

Sincerely,

Pension, Payroll and Employee Benefits

## **Benefit plan verification acceptable documents**

### **Child(ren)**

#### **Biological child (must provide one of the following)**

Child by birth or adoption, foster child(ren), and dependent child(ren) with a disability

- 1) long-form birth certificate
- 2) short-form birth certificate with a signed and witnessed attestation\* stating the names and birthdate of the birth parent(s)

#### **Adopted child/Child in a legal guardianship**

- 1) long-form birth certificate or copy of short-form birth certificate with a signed and witnessed attestation\* and a copy of the final legal court document for adoption or legal guardianship

#### **Stepchild(ren) or child(ren) of a common-law spouse (must provide one of the following to be eligible)**

- 1) long-form birth certificate or copy of short-form birth certificate with a signed and witnessed attestation\* and
- 2) all documents that refer to the child's custody, and associated financial accountability

Note: Foreign issued birth certificates must be translated to English and accompanied by an attestation\*.

### **Spouse**

#### **Married spouse**

Marriage certificate or an attestation\*, plus one of the following:

- 1) copy of a utility bill with both names showing the same address
- 2) proof of shared ownership of residential property
- 3) proof of joint lease or rental agreement
- 4) most recent Notice of Assessment from the Canada Revenue Agency with address

#### **Separated spouse (provide both of the following)**

- 1) marriage certificate
- 2) attestation\* reflecting that the employee and spouse are separated but not legally divorced

Note: Foreign marriage documents must be translated to English and accompanied by an attestation\*.

#### **Common-law spouse (living in a conjugal relationship with a person who is not your married spouse for at least 12 continuous months):**

- 1) attestation\* stating shared address and date the couple started living together in a conjugal relationship and confirms you are still continuously living together in such a relationship; or
- 2) Service Canada's 'Statutory Declaration of Common Law Union'
- 3) In addition to the attestation\* or the Service Canada declaration, one of the following must also be provided :
  - o utility bill with both names from 12 months ago and a current bill
  - o shared ownership of residential property (proof of 12 months duration)
  - o joint lease or rental agreement (proof of 12 months duration)

Note: Divorced spouses are not eligible under the plan. It is the employee's responsibility to provide court-mandated coverage under a private plan.

**\*Attestation** - is a sworn declaration that has the same force and effect as if made under oath. The attester's signature is to be witnessed by a third party. The attestation form will be posted on InsideTO and will be provided with the verification packages.