



BULLETIN

FAMILY BENEFITS PLAN VERIFICATION EXERCISE

COTAPSA is issuing this Bulletin to provide further clarification and direction regarding the family benefits plan verification exercise highlighted in yesterday's Strategic Communication "The Week Ahead" e-newsletter. **This exercise is only for employees who have family members listed on their benefits plan.**

All City of Toronto employees will be receiving a package this week, either in the mail or by email, from Mercer Canada, an independent consulting firm engaged by the City's, Pension & Employee Benefits Division (PPEB) to help verify the eligibility of spouses and dependents enrolled under each employee's benefit plan.

As part of the exercise to verify eligibility status, you may be asked to provide documentation that confirms your relationship to a family member and/or demonstrates proof of enrollment of a family member in a post-secondary institution. Any documentation you provide will be confidential and will only be used to confirm eligibility of **existing** family members on your plan. If you need to **add** family members to your benefits plan, please contact TEAM Central at 416-338-0016 for more information on this process.

PPEB has prepared some [FAQs](#) you might find helpful should you have any specific questions about the family benefit plan verification exercise. Participation in this exercise is important and **must be completed by October 19, 2022**. If you do not submit your verification forms, your benefits will revert to 'single' and only you will be covered under the plan.

Should you have any questions or require further clarification, please email COTAPSA at cotapsa@toronto.ca.