

# **VERIFICATION OF TOBACCO USER STATUS**

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## ***IDENTIFICATION OF TOBACCO USER STATUS***

As part of the enrollment process, new Employees must indicate whether they and/or their covered spouse use tobacco. Employee and Spouse contributions for Health Coverage during the Plan Year will be based on the Employee's response to the tobacco use question.

This election is required even if the Employee is not making any other benefit choices.

## ***CHANGES TO TOBACCO USER***

If an Employee and/or the covered spouse change from being non-tobacco users to tobacco users during the Plan Year, the Employee must complete a "Tobacco Use Election Form" (available at <http://benefits.sd.gov> or by calling the Bureau of Human Resources) to indicate the change in tobacco use.

If a spouse is added to the Health Plan during the Plan Year, the Employee must provide all required information about the spouse's tobacco user status. (See the chart on next page for details about the effect of the tobacco user contribution rate.)

## ***CHANGES TO NON-TOBACCO USER***

If an Employee and/or the covered spouse change from being a tobacco user to a non-tobacco user during the Plan Year, one of the following is required:

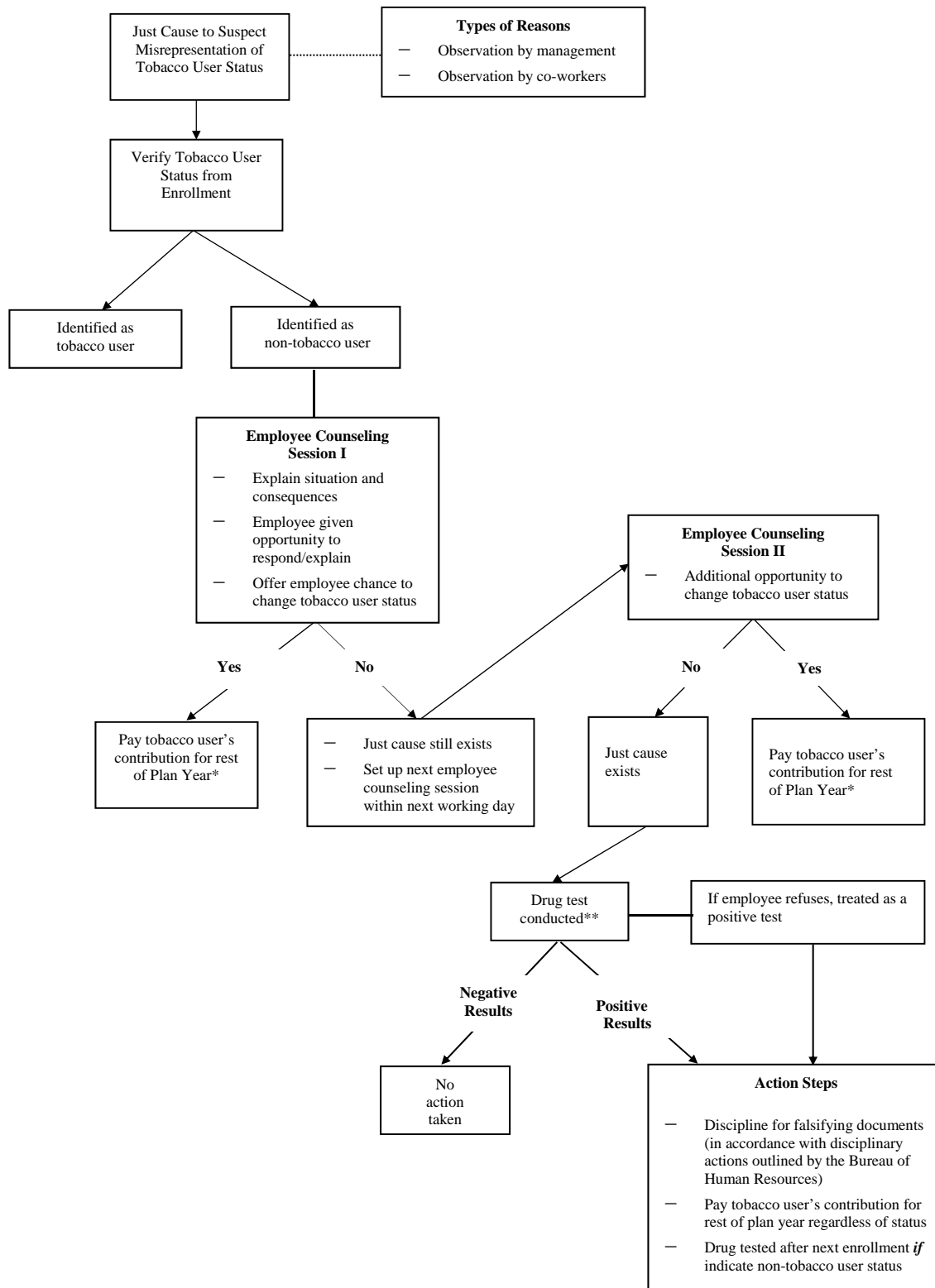
- 1) The Employee must change the tobacco user election by logging on to the Internet Enrollment System during Annual Enrollment,
- 2) Employee or spouse successfully complete the South Dakota Department of Health tobacco QuitLine (866.SDQUITS or 866.737.8487) and submit a copy of the QuitLine certificate of completion to the Bureau of Human Resources, or
- 3) Employee submits written documentation to the Bureau of Human Resources stating the employee or spouse has been tobacco-free for a minimum of 120 days.

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The State reserves the right to verify an Employee's tobacco user status during the Plan Year, and the Employee could face disciplinary action and/or the reduction of health and life benefits if tobacco use is misrepresented.

The following flowchart shows the process when, if reasonable or just cause indicates an Employee has misrepresented tobacco use. Just or reasonable cause may include, but is not limited to, reported observations of tobacco use by a co-worker or management staff.

The following non-tobacco incentive policies are in line with the overall movement by the State toward wellness, prevention, and managed care. According to the Centers for Disease Control and Prevention, cigarette smoking is the leading preventable cause of death in the United States. Employees and covered spouses using tobacco are encouraged to contact SD Quits at 866.737.8487 or [www.befreesd.com/quitline.html](http://www.befreesd.com/quitline.html) for more information.



\* Employee may re-enroll the following Plan year as a non-tobacco user, without proof of tobacco user status.

\*\* The drug test to determine if an Employee is currently using tobacco will be administered through a certified testing laboratory. The cost of administering the test will be paid by the State.