
From: eBenefits <wcbenefits@gx.waynecountymi.gov>

Sent: Tuesday, July 28, 2026 7:01 AM

Subject: FINAL WEEK: 📢 Employee/Dependent Verification Audit



Employee/Dependent Verification Audit



Personnel & Human Resources

Starting July 1 and continuing through July 31, 2026, Wayne County will conduct an Employee/Dependent Verification Audit. This initiative is designed to verify that all dependents enrolled in our **medical, dental, and vision plans** meet the established eligibility criteria. Employees are encouraged to monitor their mail for this important communication, as Segal Benefit Consulting has distributed an Employee/Dependent Verification Audit Form to all employees with dependents. An example of the letter to look for is provided below, and it is important to review the information thoroughly.

This form will contain your **Verification PIN** and provide instructions for submitting the necessary documentation to validate the eligibility of spouses and dependents for employees hired before May 31, 2026. **Participation in this verification process is mandatory for all employees, including stipend and mirror retirees.**

Please be aware that failing to submit the required documentation between July 1 and July 31 will result in the loss of coverage for unverified spouses and/or dependents, **effective September 30, 2026**. For more information, please visit the [Benefits - Wayne County](#).

[Michigan](#) website to ensure you have all the necessary materials for a smooth and efficient process.

All required documentation must be uploaded through the secure employee verification portal by visiting <https://rev.partdadvisors.com/WC> or by scanning the QR code located at the top of the employee/dependent verification letter. **Please do not upload documents through the Segal website**, as submissions made there will not be received for the verification process.





Personnel & Human Resources

Employee/Dependent Verification Audit Check List

If you are planning to meet with Segal, either in person or virtually, please ensure you bring the following information for a smooth and productive session.

Virtual Session

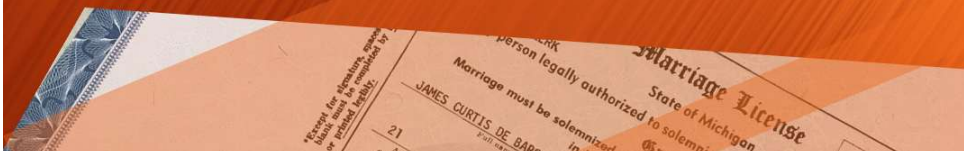
- ☒ Please ensure to have your 5-digit Employee ID (Person Number) ready.
- ☒ Please ensure that you bring your letter that includes your personalized verification PIN.
- ☒ Please ensure that all of your dependent documentation is scanned and saved as clear images, preferably in PDF format, so that it is ready for upload.
- ☒ We recommend visiting the Benefits website to review the required documents and obtain further information. Once on the website, please scroll down the page to access additional details. Benefits - Wayne County, Michigan

In-Person Session

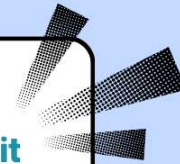
- ☒ Please ensure to have your 5-digit Employee ID (Person Number) ready.
- ☒ Please ensure that you bring your letter that includes your personalized verification PIN.
- ☒ Please ensure that you bring all your dependent documentation for Segal to scan.
- ☒ We recommend visiting the Benefits website to review the required documents and obtain further information. Once on the website, please scroll down the page to access additional details. Benefits - Wayne County, Michigan

How can I locate my 5-digit Employee ID (Person Number)?

- You can locate your 5-digit Employee ID (Person Number) in Oracle by selecting Employment Info from the menu on the left side of the screen. Once you open the Employment Info page, your Employee ID will appear in the upper-right corner.
- You can also find your 5-digit Employee ID on your paystub. It appears in the top-center section, listed under "NUMBER."







Schedule for Employee/Dependent Verification Audit JULY 1 - JULY 31, 2026

07 JULY	DEPARTMENT OF PUBLIC SERVICE DETROIT METROPORT 7:30 AM - 12:00 PM 29900 Woodward Ave, Detroit, MI 48240 Click link below to Register In-Person Uploading Assistance
07 JULY	VIRTUAL 12:00 PM - 1:00 PM Click link below to Register Informational Session & Uploading Assistance
09 JULY	DEPARTMENT OF PUBLIC SERVICE DETROIT METROPORT 7:30 AM - 12:00 PM 29900 Woodward Ave, Detroit, MI 48240 Click link below to Register In-Person Uploading Assistance
09 JULY	VIRTUAL 12:00 PM - 1:00 PM Click link below to Register Informational Session & Uploading Assistance
14 JULY	CRIMINAL JUSTICE CENTER (CJC) 8:00 AM - 12:00 PM 5301 Russell St, Detroit, MI 48211 Click link below to Register In-Person Uploading Assistance
14 JULY	THE GUARDIAN BUILDING 1:00 PM - 3:00 PM 500 Griswold St, Detroit, MI 48226 Click link below to Register In-Person Uploading Assistance
16 JULY	VIRTUAL 12:00 PM - 1:00 PM Click link below to Register Informational Session & Uploading Assistance
21 JULY	SHERIFF - CRIMINAL JUSTICE CENTER (CJC) 12:00 PM - 3:00 PM 5301 Russell St, Detroit, MI 48211 Click link below to Register In-Person Uploading Assistance
23 JULY	VIRTUAL 12:00 PM - 1:00 PM Click link below to Register Informational Session & Uploading Assistance
30 JULY	HEALTH ADMINISTRATION BUILDING (HAB) 33030 Van Born Rd, Wayne, MI 48184 9:00 AM - 12:00 PM Click link below to Register In-Person Uploading Assistance
30 JULY	PENOBSCOT BUILDING 645 Griswold St, Detroit, MI 48226 1:00 PM - 3:00 PM Click link below to Register In-Person Uploading Assistance Court Employees Only Lunch Room on the 12th floor

CLICK HERE TO
REGISTER NOW

If you need **certified documents**—such as a birth certificate, marriage license, or guardianship paperwork—you will need to obtain them from the **County Clerk's office** where your records were originally filed.

You may contact or visit the appropriate Clerk's offices below:

[Wayne County](#)

[Macomb County](#)

[Oakland County](#)

[Washtenaw County](#)

[Monroe County](#)

If your records are not held in one of these counties, you can request certified documents online through [VitalChek](#).

**SUPERVISORS: PLEASE PRINT AND DISTRIBUTE TO ALL COUNTY EMPLOYEES
WITHOUT COUNTY EMAIL ACCESS.**

Division of Benefits Administration

benefits@waynecountymi.gov

313-224-5157