

# Statement of Health (MEOI) Process

## MetLife

- Provide SOH forms for you to distribute to those who need to complete one.
- Review and process the completed SOH forms.
- Notify you and applicants of the application status and the final determination.

## Employer

- Identify the employees, members and dependents\* who must complete a SOH form using the MEOI requirements established for your plan.
- Complete the “To be Completed by the Recordkeeper” sections of each SOH form.
- Distribute SOH forms to those applicants who require a SOH for completing their request for coverage.

## Applicant

- Complete the “To be Completed by the Employee” and the “To be Completed by the Proposed Insured” sections of the SOH form.
- Sign and date the Fraud Declaration and the accompanying Authorization form.
- Review the SOH form for completeness and accuracy.
- Make a copy of the SOH form for their records.



\*Dependents include Spouses, Children and Domestic Partners as applicable to the plan.