Sample Letter to the Plan Administrator

*This is provided for informational purposes only. This is not intended to be exhaustive and is not medical or legal advice*

About this letter:

- The Plan Administrator is typically the employer or board of trustees. The Plan Administrator has the final determination in what is and is not covered by an Insurance Plan.
- This sample letter is meant to request they consider adding benefits for Autism treatment. If the Plan Administrator has any questions about Autism or Autism insurance coverage please let WAAA know. We’re happy to help.
- Using this letter is completely voluntary and is not a required part of the Appeals process.
- We recommend including a couple pictures of your child, if you are comfortable doing so.

Dear (Plan Administrator),

I am a (employment description) with (Employer) I’m writing to ask for your help with (Insurance company) Health Benefits for my son/daughter (Name)

(Name) is (age) years old. He/she likes (flavor) ice cream, playing (game) and spending time with (family member or pet). While most children naturally develop the ability to communicate effectively and use functional life skills (name) has struggled to learn to (list two to three things)
These challenges often leave (name) isolated from other children and without treatment will severely limit his ability to become an adult who can be independent and have gainful employment.

We are lucky to have a care team that knows what treatment will help (Name) develop these skills so he can become a successful adult. (Name)’s pediatrician and Autism specialist team have recommended intensive Occupational Therapy, Speech Therapy and Applied Behavioral Analysis to treat (Name’s) Autism Spectrum Disorder.

(Insurance plan) has excluded all coverage of Applied Behavioral Analysis, Occupational Therapy, Speech Therapy or other neurodevelopmental, mental health treatment of Autism regardless of medical necessity and despite these being evidence based treatments for Autism.

1:68 children have a diagnosis of Autism Spectrum Disorder. This means that 1:68 children covered by the (Employer, insurance plan name) Health plan are not able to access medically necessary evidence based care.

Several recent court proceedings in Washington State have clarified that these limitations and exclusions violate the Washington State and Federal Mental Health Parity Laws.

By voluntarily adding Autism treatments to the (employer/insurance plan) you will join these companies with Washington State employees:

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<tr>
<th>Abbott Laboratories</th>
<th>Amica</th>
<th>Boeing</th>
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<td>Accenture</td>
<td>Analog Devices</td>
<td>Bose Corporation</td>
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<td>Acosta Sales &amp;</td>
<td>Apple Inc.</td>
<td>BP America, Inc., BP</td>
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<td>Marketing Adobe</td>
<td>Astra Zeneca</td>
<td>Brown-Forman</td>
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<td>Systems Inc.</td>
<td>Association of Washington Cities</td>
<td>Cherry Point Refinery</td>
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<td>Alderwood Water and Wastewater</td>
<td>AT&amp;T</td>
<td>Capital One</td>
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<td>Alphabet (Google)</td>
<td>Aviation Partners</td>
<td>CarMax</td>
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<td>Amazon.com Inc.</td>
<td>Boeing</td>
<td>Cascade Drilling</td>
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Chrysler Group
Comcast PA
CVS Health
Dell
Deloitte
Digital Healthcare Solutions
Discover Financial Services
Dow Chemical Company
EBay
EMC
Enterprise MO
Ernst & Young Americas
Expedia
Facebook
Federal Employees
(FEHB/OPM)
Fiat Chrysler Automobiles
Fidelity Investments
Ford
Freddie Mac
GEICO
Gonzaga University
Hewlett Packard
Hasbro, Inc.
H&R AG INC
Home Depot
Hostess Brands
Intel
Iron Mountain
Itron Inc.
J.P. Morgan Chase
JetBlue Airways
Johnson and Johnson
Kaiser/Group Health
KINETA INC
King County
KPMG
Liberty Mutual Insurance Group
La Marzocco
LeCuyer Amato
Marriott International
Mayo Clinic
Medtronic
Merck
Microsoft
MIT
Morgan Stanley
Namely
Nike
Nokia
Nordstrom’s
Northern Trust Bank
Novartis
Novo Nordisk Inc.
NW Taco Time
Ocean Spray
Oracle
Overlake Medical Center
Paccar Inc.
Partners Healthcare
PepsiCo
PG&E Corp.
Philips Electronics
Phillips 66
Pinterest
Pitney Bowes
Premera
Price Waterhouse
Coopers
Production Plating Inc
Progressive Corp
Providence Health
Puget Sound Energy
Regence/Cambia Health Solutions
R.R. Donnelley & Sons
Rock-Tenn
Safeway CA
Salesforce.com
SAS
Seattle Children’s Hospital
Select Comfort Corporation (Sleep Number)
Shell Oil Company
Southern Baptist Convention
Southwest Airlines
Starbucks
State Farm Insurance
Cos.
State Street Corp.
Snohomish County
SunTrust
Swedish Medical Center
T-Mobile
The Polyclinic
Toyota Motor North
TraumaTrust
America, Inc.
United Auto Workers
United Technologies
UnitedHealth Group
UW Harborview
UW Medicine Northwest
Hospital and Medical Center
Valley Medical Center
Valve Corp.
Verizon
Visa Inc.
Walmart
Washington State Public Employees
(PEBB/UMP)
Washington University
Wells Fargo
Xura (Comverse)
Yahoo, Inc.
I know you have the same commitment to the health and wellbeing of your employers and their families as the aforementioned employers.

I hope you will take immediate action as the Plan Administrator who has final determination of benefits to help (Name) and all of the children with Autism Spectrum Disorder covered by the plan.

Thank you for your time and help with this matter.

Warmly,