

Hawthorn School District 73

841 West End Court • Vernon Hills, Illinois 60061-1376

Abe Singh
Director of Finance & Business Operations

Memorandum

To: All Staff
From: Abe Singh, Director of Finance & Business Operations
Date: May 24, 2018
Re: Insurance Open Enrollment

Open enrollment this year will again require **on-line enrollment**. The on line site will be open from May 24 until June 5th.

There is a growing gap between the cost of the HMO and PPO plans, so I encourage you to look at the HMO as an option. Those of you who carry dependent coverage the District is **increasing the Board paid portion of the HMO dependent premium to 50%**. Our PPO Medical premiums will increase by 7.7%, our HMO Medical premium **decreased** by 4.4% and Dental will increase by 0.2%. Our vision plan has also increased slightly. All of our PPO plans will remain at the 30% Board paid portion of the dependent premium.

The new benefit summary booklet is attached in this e-mail, please take the time to read it. It contains a brief description of all of our benefits. Check out the new feature for our PPO plans described on page 13. **MDLIVE Virtual visits**, this means you and your dependents can connect with a doctor using your mobile device, computer or telephone from the convenience of your home 24/7. PPO member medical and behavioral visits are \$10 copay per visit. In the past the tiers for medical and vision insurance had to match, the vsp buy up plan is no longer bundled with the medical plans.

Also in this e-mail you will find a rate sheet with the new premiums and instructions for our on-line open enrollment for the 2018-19 insurance year. Even if there are no changes to your coverage, it is necessary to go **on-line** and make your selections for our insurance year starting September 1, 2018. If you decline dependent coverage during open enrollment, you can change this during the plan year **only** if a qualifying life event occurs. Examples of qualifying events are marriage, birth/adoption of a child, or a spouse who loses insurance due to a change in work status. Enrollment forms and documentation will be required at this time. **While on-line please check current personal information to make sure it is correct such as address, phone numbers and life insurance beneficiaries etc. If you need to make a change contact Cinde Klunder to make the change for you, you will not be able to make the changes in the system.**

If you are making a change in your benefit election during open enrollment by adding or dropping family members contact Cinde Klunder at the District Office by phone (4227) or e-mail klunderc@hawthorn73.org for the necessary forms and to submit the verification documents required to finish the enrollment process.

Every employee who is eligible for benefits must go on line and select or waive the elections available. If you waive your benefits, please request the form entitling you to the District one time contribution of \$500.00 or \$600.00 if matched by employee in a Flex Spending Account. Return this form to Cinde Klunder at the District Office. This contribution will be given to you at the beginning of our FSA year in October after completing and submitting the Horace Mann enrollment form.

Life Insurance and AD&D is a benefit provided by the District for teachers and 12 month employees in the amount of your annual salary, Administrators twice your annual salary, unless you opt out of the life insurance program. You may also limit your coverage amount to \$50,000 to avoid paying taxes on this benefit per the Memorandum of Agreement. If you limit coverage or opt out of life insurance you may not restore coverage to the allowed level unless you undergo a medical exam. To reduce your coverage amount to \$50,000 each year, a new enrollment form must be filled out annually. Please contact Cinde Klunder to obtain this form.

Long Term Disability is a benefit provided by the District for all full time employees. Please see your Benefit Summary book for more of an explanation of the benefit and what makes you eligible.

EAP is an Employee Assistance Program offered to all employees and their immediate family members. It is a confidential counseling program that covers issues such as family and marital concerns, substance abuse, grief, loss and other personal stressors. They also offer services in vacation planning, party planning, relocation etc. Further information is in your benefit summary book.

Flexible Spending Account (FSA) Form (Plan Year 10/1/18 to 09/30/19)

We will continue with Horace Mann as our vendor for 2018-19 with the plan year beginning in October. We will have further information on this plan and will distribute election forms in September. You will continue under the current plan through the end date of 9/30/18 and your current election will remain in place. This year you will also be able to carry over \$500 of any flexible spending account money you have left in year health account into the next year. That means you will not lose any funds that you have left in your FSA health account as of 9/30/18, as long as you have less than \$500 that is not spent. You will still be able to submit expenditures incurred before 9/30/18 until 12/31/18 in order to have them taken out of the 2017-2018 plan year. Any funds under the \$500 threshold that remain after the grace period will rollover into your 2018-2019 plan year, any funds over the \$500 threshold will be lost.

AFLAC is insurance which employees may purchase to help cover unexpected expenses. We will have further information on the plans offered to employees in October and follow the same plan year as our Flexible Spending Accounts. Information regarding these plans are in the Benefit Summary book.

Important Websites

PPO & HMO – go to www.bcbsil.com (then choose the **PROVIDER FINDER** link)
(Be sure to select either PPO or HMO Illinois in the “select a product” drop-down menu)

Express Scripts – www.express-scripts.com

Dental – go to www.metlife.com (then choose the **FIND A DENTIST** link)

Vision – go to www.vsp.com (then choose **FIND A VSP DOCTOR** link)

EAP – guidanceresources.com

Horace Mann – go to horacemann.healthhub.com or contact Albert Lerman at albert.lerman@horacemann.com

AFLAC – contact Stephen Day at S1_Day@aflac.com