

ARCHDIOCESE OF WASHINGTON

PREPARING FOR OPEN ENROLLMENT

SUGGESTIONS FOR BOOKKEEPERS, ACCOUNTANTS, AND OTHERS WHO WILL MANAGE ENROLLMENT

In an effort to streamline our open enrollment process and assist Archdiocese employees and employers alike all lay employee open enrollment materials will be posted on the Archdiocese Benergy site:

www.adw.benergy.com

User ID: adw

Password: benefits

Open Enrollment will be from October 15 – November 15, 2011. All changes will have an effective date of January 1, 2012. As the primary resource for information at your location, please read through all open enrollment materials so that you may be better prepared to answer general employee questions. For the plan year 2012 the primary changes are:

- **The Standard Plan will have a \$25.00 co-pay for Office Visits rather than having a deductible and coinsurance applied.**
- **The employee will no longer have to elect the High Option Plan if they or their dependents have other healthcare coverage available.**
- **Lay employees will need to access the Benergy website to review and print Open Enrollment materials.**

We have prepared the following communications listed below to assist locations with notifying their employees of the 2012 Plan Year changes as well as what they need to do to make a change. To assist in the dissemination of information please arrange for the following:

- **Notice of Open Enrollment:** Post the notice (with pictures) in your common areas, i.e., copy machine, break room, etc.
- **Employee Flyer:** Distribute the flyer to all of your benefit eligible lay employees.

Important Dates-2012 Lay Employee Open Enrollment

- **October 3 – October 7, 2011:** Post Open Enrollment Notice in Common areas and distribute flyer to eligible employees. Hold Open Enrollment meetings at your location.
- **October 15 – November 15, 2011:** Lay Employee Open Enrollment
- **November 7 – 11, 2011:** Send reminders to employees that Open Enrollment is ending and all changes and required forms are due.
- **November 15, 2011:** Deadline for Employees to remit changes and necessary forms to Employer.
- **November 16-17, 2011:** Review all submitted forms for accuracy and ensure that all Employee and Employer sections of forms are completed.

- **November 18, 2011:** Submit all changes to NCAS.
- **January 1, 2012:** Effective date of Changes.

Pre-Planning

- Review the employee materials so that you may answer the basic open enrollment questions.
- Although the actual plans changes are minimal this year there is a significant change in the way the employees receive the enrollment materials. As such, we suggest that you conduct your own Open Enrollment meetings as appropriate to your parish, school, or social services agency. You know your workplace best, and while meetings are not mandated we *strongly* encourage you to have meetings – large or small – one or many.
- January 1, 2011 Health Summary Plan Document (SPD) is expected to arrive at your location for distribution by mid October. There is only one Lay Employee SPD that covers both the Standard and High Options. In the event your employees wish to access the current SPD before that date, it is available on the Benergy site as follows:
 - Benefits Tab /Health/Medical/**Standard Option**/Get: Legal Summaries OR
 - Benefits Tab/Health/Medical/**High Option**/Get: Legal Summaries
- Although it is requested that employees access the Benergy site for the forms it is understood that a small group of employees may not have access to the internet. Please plan ahead and print a few copies of the enrollment materials should they be needed.
- Review your bill and have a list handy of what level of coverage (high or standard, etc.) the employees currently have.

What MUST an employee complete?

- **Lay Employee Authorization Form:** ALL benefit eligible employees **MUST** return this form to their employer by November 15, 2011.
- **2012 Certification of Spousal Eligibility:** Required of all employees enrolled in Employee + Spouse or Family Insurance for the 2012 Plan year. This includes all employees with this existing level of coverage. Employees electing this level of coverage will be required to complete this form each year.

What MUST an employee provide:

- All employees who are electing coverage for a spouse or dependent child are required to provide **evidence of their dependents eligibility**. This requirement applies to any dependents added after January 1, 2011¹. This includes any dependent(s) that may have been on the plan at some point prior to that date but were removed and then added again. The most commonly provided evidence is a marriage certificate for a spouse and birth certificate or guardianship order for a dependent. They will only need to provide this evidence for each dependent one time. Photocopies of the evidence will be

¹ During the fall of 2010 an audit was conducted in which any employee with a dependent on the plan during that period was required to provide evidence of their dependents eligibility. Employees that were not able to comply with the audit either dropped their dependents voluntarily as of January 1, 2011 or had their dependents dropped automatically as of March 31, 2011. Scanned images of all documents provided during the audit are on file in the Office of Human Resources.

maintained in the employee's personnel file at their employing location. Please **DO NOT** send the evidence to Human Resources.

Collect these forms from your employees and place in the employee's personnel file. Please DO NOT send originals to Human Resources. Each location will be responsible for collecting and maintaining these forms going forward.

How do I send to NCAS:

- Fax enrollment changes/terminations to NCAS Enrollment, attention: Miriam Akinyemi at 703-934-6279.
- Send enrollment changes/terminations via email to ncasenrollment@ncas.com
- Mail applications to NCAS Enrollment, 3928 Pender Drive, Suite 100, Fairfax, VA 22030; Attention: Enrollment. If mailing forms please send copies and maintain originals in employee's personnel file.

Next Steps:

- NCAS has notified Human Resources that new cards will be printed for the 2012 Plan Year. This is simply an NCAS formatting change. Although all employee should be encouraged to discard old cards once a new one is issued, this formatting change will not impact the employee's ability to use their current cards after the new one is issued. A written communication will be sent to the employee with their new card.
- Review submitted changes and prepare for January 2012 payroll health contribution changes.

Please do not hesitate to contact Human Resources if you have any questions. On behalf of all Archdiocesan employees we thank *you* for all you do to make their benefits a priority.

Contact Human Resources:

ArchdioceseHR@adw.org

301.853.4513 option 1