

# Archdiocese of Washington

## Employee Benefits Summary Sheet 2026

- **Archdiocese of Washington Group Health Care Plan:**
  - 1<sup>st</sup> day of the month following date of hire
    - Insurance: Archdiocese of Washington
    - 3<sup>rd</sup> Party Administrator: CareFirst Administrators
    - Health Network: CareFirst
    - Vendor: Prescription Drug Rx– Express Scripts
    - Medical card issued 2-3 weeks following enrollment
    - 3 plan options available
- **MD Live**
  - 1<sup>st</sup> day of the month following date of hire in conjunction with enrollment in ADW Health Care Plan
    - Consult with a board-certified doctor by phone, secure video, or MDLIVE App
    - Treat non-emergency conditions 24/7
    - \$10 copay
- **Managed Care – Conifer**
  - 1<sup>st</sup> day of the month following date of hire
    - Works with you and your physician to develop and support a customized care treatment if you have a complex medical condition or a chronic illness.
    - A personal health nurse may contact you directly to provide assistance.
- **Archdiocese of Washington Dental Plan**
  - 1<sup>st</sup> day of the month following date of hire
    - Insurance: Archdiocese of Washington
    - Network: Delta Dental
    - Dental card issued 2-3 weeks following enrollment
- **Archdiocese of Washington Vision Plan:**
  - 1<sup>st</sup> day of the month following date of hire
    - Insurance: Archdiocese of Washington
    - Network: VSP
    - No vision card provided, simply provide SSN to vision care center
- **Medical Flexible Spending Account:**
  - 1<sup>st</sup> day of the month following date of hire
    - Vendor: Flores and Associates
    - Set aside pre-tax money into an account for reimbursement of eligible medical expenses.
    - IRS 2026 yearly maximum contribution of \$3,400 per employee
- **Dependent Flexible Spending Account:**
  - 1<sup>st</sup> day of the month following date of hire
    - Vendor: Flores and Associates
    - Set aside pre-tax money into an account for reimbursement of eligible day care expenses.
    - IRS 2026 yearly maximum contribution of \$7500 per family
    - \$3750 married filing separately
- **Transportation Flexible Spending:**
  - 1st of the month following date of hire
  - Vendor: Flores and Associates
  - Pre-tax benefit of up to \$340 per month for parking and \$340 for transit
- **Pet Insurance**
  - Vendor: Pet Benefit Solution
  - Insurance coverage for your pet
  - After tax payroll deduction or directly through Pet Benefit Solution

- **Life Insurance/Accidental Death & Dismemberment Insurance:**
  - 1<sup>st</sup> of the month following date of hire
    - Vendor: The Reliance Matrix
    - Benefit: Employee’s annual salary up to \$50,000
- **Voluntary Supplemental Group Life Insurance:**
  - 1<sup>st</sup> of the month following date of hire
    - Additional life insurance coverage equal to (7) times employee’s annual salary (up to \$150,000 guaranteed.
    - \$500,000 with evidence of insurability on a voluntary basis.
    - Vendor: The Reliance Matrix
    - Cost: Voluntary employee contribution based on amount of coverage and age.
- **Long Term Disability Insurance:**
  - 1<sup>st</sup> of the month following date of hire
    - 90 day elimination period
    - Vendor: The Reliance Matrix
    - Cost: Mandatory employee contribution based on bi-weekly payroll.
- **Retirement Savings Plan 403(b):**
  - **Employee Contribution:** Automatic Enrollment- All eligible Lay Employees will be enrolled under the Automatic Enrollment provision of the Plan. 4% of an employee’s gross pay will automatically be deducted from pay beginning with the first full pay period. Opt out option available.
  - **Archdiocese of Washington Retirement Savings Plan Contribution:**
    - **Fixed Annual Contribution:** (referred to as Employer Non Elective) You will receive an annual contribution if you were Plan eligible with a year of service. You will be credited with a year of service once 12 months have passed since your date of hire.
    - **Match:** The Plan will match Employee Contributions up to 100% of the first 4% of pay. If an employee does not contribute to the plan they are not eligible to receive the match.

<b>Vesting Schedule</b>	
<b>Matching and Non-elective Contributions</b>	
<b>Years of Service</b>	<b>Percentage</b>
Less than 1	0%
1	20%
2	40%
3	60%
4	80%
5	100%

- **Employee Assistance Program:**
  - Date of Hire
    - Vendor: Reliance Matrix

**ARCHDIOCESAN BENEFITS WEBSITE**  
 Your single portal for Employee Benefits, Health & Wellness and HR Communications.  
 To login go to: [CHRIS.adw.org/myself/company info](http://CHRIS.adw.org/myself/company info)