



# 2024

## BENEFITS GUIDE

*Empowering you to take advantage of your benefits today and for your future*



**CHAMPLAIN  
COLLEGE**



**Green Mountain  
Higher Education Consortium**  
Champlain • Middlebury • Saint Michael's



**CHAMPLAIN  
COLLEGE**

## Welcome to your 2024 benefits!

We are pleased to present our 2024 benefit plan offerings, and we sincerely hope that you take the time to learn and understand your benefits programs and what is available to you and your family.

We pride ourselves in providing a meaningful benefit program to support a variety of needs.

Your Benefits Team will support you through your 2024 Benefits Open Enrollment and throughout the year. Questions on your benefits can be sent to [benefits@gmhec.org](mailto:benefits@gmhec.org) or you may call **802.443.5485**.

We wish all of you the best in health.

### Leslie Averill

Executive Vice President & Chief Operating Officer  
Champlain College

### The Green Mountain Higher Education Consortium (GMHEC)

provides Benefits and Leave Administration Services to Champlain College. Our Benefits Team is your personal resource for benefits enrollment, benefits support throughout the year, medical absence and leave management, and well-being programming.

Below is a summary of what Your Benefits Team is available to support you with:

- Open Enrollment
- Personal life changes impacting benefits eligibility for you or your family
- Health, Dental, and Vision Insurance
- Retirement Plans
- Health Savings (HSA) and Flexible Spending (FSA) Accounts
- Life, AD&D, and Disability Insurance
- Supplemental Offerings (Accident/Critical Illness/Whole Life)
- Leave of Absences including Family, Medical, Short and Long Term Disability, and Worker's Compensation
- COBRA, Continuation of Coverage
- Well-being Programs
- Utilizing Oracle's HCM Benefits Application

Together, Your Benefits Team is committed to supporting you in making the most of your benefits today and for your future.

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Visit the GMHEC "Contact Us" webpage to meet your team:

[https://gmhec.org/  
contact-us/](https://gmhec.org/contact-us/)

Email: [benefits@gmhec.org](mailto:benefits@gmhec.org)  
Call: **802.443.5485**

# Enrollment Overview



## ANNUAL ENROLLMENT

For current benefit eligible employees, Annual Open Enrollment will take place **NOVEMBER 3 – NOVEMBER 17**. Follow the steps on page 4 to complete your enrollment online in Oracle.

## NEW HIRES / NEWLY ELIGIBLE

You have 30 days from your date of hire into a benefit eligible role, status change, or life event to make your benefit elections in Oracle. Follow the steps on page 4 to complete your enrollment online in Oracle.

## SET YOURSELF UP FOR SUCCESS

*Open Enrollment each year is an active enrollment process. Employees must go through the open enrollment process and complete a submission even if no changes are to be made.*

### USE YOUR BENEFIT RESOURCES

- This Benefit Guide should be used as a reference tool to help you get the most out of your plans and as a resource throughout the year.
- For help with specific plans and policies, use the “**Benefit Contacts**”.
- You can also reach out to the GMHEC benefits team ([benefits@gmhec.org](mailto:benefits@gmhec.org) or **802.443.5485**) for questions or assistance with your benefits.

### DURING OPEN ENROLLMENT CONTACT CIGNA ONE GUIDE® TO CHOOSE YOUR MEDICAL PLAN WITH CONFIDENCE

We understand how confusing and overwhelming it can be to review your health plan options, and we want to help by providing the resources you need to make a decision with confidence. That’s why Cigna One Guide® service is available to you.

Call a representative during pre-enrollment to get personalized, useful guidance. Your personal guide will help you:

- Easily understand the basics of health coverage
- Identify the types of health plans available to you
- Check if your doctors are in-network to help you avoid unnecessary costs
- Get answers to any other questions you may have about the plans or provider networks available to you

For pre-enrollment help, reach out to Cigna One Guide® at **888.806.5042**.

### ID CARDS

#### New for 2024:

- Cigna ID Cards are no longer mailed, instead they are provided digitally at [mycigna.com](https://mycigna.com) or through the myCigna app. While not necessary, you may request or print new/replacement or physical ID cards. A digital ID card is always available in the myCigna app.
- **PRINTED** Delta Dental ID Cards will be mailed to members who enroll in the dental plan for 2024.

### LEARN MORE

Benefit Overview Sessions will be provided to you in support of making your best benefits choices today and for your future. These sessions will provide a brief overview of benefits available to you as well as tips and tricks to enroll in Oracle HCM. Watch your email and calendar for invitations for informational sessions.

Additionally, plan summaries, recorded videos and informational flyers on the following are available on your **College Benefits Webpage**:

- Health and Welfare Summary Plan Documents
- Benefits Overviews
- Cigna Medical
- Northeast Delta Dental
- HealthEquity - Health Savings Accounts
- VSP - Vision Plans
- Navia - Flexible Spending Accounts
- Unum - Voluntary Benefits and Life Insurance
- Employee Assistance and Well-Being Benefits
- Retirement Plan
- Medical Leave Information

Always refer to the applicable plan documents, policies or guides before making final decisions on your benefit elections and utilization. You may also reference Important Notices at the back of this book.

# Steps to Enroll in Oracle



The plans you enroll in will be effective from 1/1/24 (or your benefits eligibility effective date) through 12/31/24.

## LOGIN TO ORACLE



1. To get started with self-service enrollment, you will need to navigate to **Oracle**. Click Oracle.
2. From the **Me** tab, click **Benefits**.
3. Click **Make Changes**, or **Start Enrollment** (if you are new to benefits), under your name in the middle of the screen.

## BEFORE YOU ENROLL, UPDATE BENEFICIARIES AND DEPENDENTS

*Collect your dependents' information if you intend to add them to your plans or name them as beneficiaries. You'll need full names and dates of birth.*

1. Click **Add** to add each individual you intend to add as a dependent on your insurance plans and/or name as a beneficiary on your life insurance.
  - Enter required information.
  - Important: In the **What's the start date of this relationship?** box, enter a birthday or anniversary date prior to your benefits effective date.
  - To not enroll a contact, do not select them when you enroll in a benefit.
  - Click **Submit**.
2. Once all of your people have been added, click **Continue**.

## ELECTING BENEFITS

*Be sure to select your beneficiaries for all Life & AD&D plans, even those the College provides to you at no cost.*

1. Click on your **Health & Welfare Program** icon.
2. Read and **Accept** the Authorization.
3. Click the **Edit** button next to each group of benefits to enroll in.
  - Click the check box next to each benefit you would like to enroll in.
  - Click the check box next to each dependent you would like to enroll.
  - If you are editing who is enrolled in a plan, click the **pencil** next to the plan to modify your enrollment.
  - Click **OK** then **Continue**.
4. Follow the steps in 3 above for each benefit you wish to enroll in or make changes to.
  - If enrolling in a Flexible Spending (medical or dependent care) or Health Savings Account, you will need to include annual contribution amounts. The IRS requires you to enroll in these each year.
  - If enrolling in Voluntary Life or AD&D, you will need to include the amount of coverage you would like to purchase.
  - Once you have selected all benefits you would like to enroll in, scroll to the top and click **Submit**. Right click in the Confirmation Page and choose to print a paper copy or

Your Confirmation Page is the only one that you will receive. If you view a confirmation page, you have successfully completed your enrollment. If you do not see a confirmation page, ensure you have clicked the Submit button.

## REVIEW AND RESOLVE ACTION ITEMS

1. Navigate back to the **Benefits** page.
2. Click **Pending Actions**.
3. Review any actions requiring resolution.
  - Click the item, make necessary changes, and click on Submit.
  - If you have enrolled in Life Insurance requiring an Evidence of Insurability form, the benefits team will reach out to you with a link to the form and resolve this Pending Action for you once requirements have been met.

## ENROLL IN RETIREMENT PLAN

1. Click on your Retirement Program icon.
2. Click **Continue** on the Before You Enroll page.
3. Click the **Edit** button. Select the plan(s) you would like to contribute to. Enter the percentage of your pay you would like to contribute.
4. Click **OK**.
5. Click **Continue**.
6. Click **Submit**.

CONTACT YOUR BENEFITS TEAM WITH QUESTIONS: Call 802.443.5485 or email [benefits@gmhec.org](mailto:benefits@gmhec.org)



## ELIGIBILITY

### Employees

You are eligible to participate on the first day of the month following your date of employment or your classification as an eligible employee. If your first day of employment or benefits eligible classification is the first day of the month your benefits will be effective on that day. Upon termination or departure from the College, some benefits end on the last day of the month following your last day of employment (medical/dental/vision). Other benefits end on the event date (life/disability/FSA and HSA).

### Dependents

Your legally married spouse and any biological, adopted, foster or stepchildren, or any child for whom you are court appointed as legal guardian (up to age 26).

## KEY TERMS TO KNOW

**Deductibles** are the amount you pay for covered healthcare services before your insurance plan starts to pay.

- **Aggregate deductible** - All medical and pharmacy claims for a +1 or Family apply towards the same deductible and out of pocket max. There are no individual limits.
- **Stacked Deductible** - Individual medical and pharmacy claims are applied towards the individual deductible and out of pocket max regardless of +1 or Family enrollment.

**Copayments** (copays) are the fixed dollar amounts you pay for covered healthcare, typically at the time of service.

**Coinsurance** is the percentage of costs of a covered healthcare service that you pay (20%, for example) after you've paid your deductible.

**Generic drugs** contain the same active ingredients as brand-name drugs, but generally are less expensive.

**Preferred brand drugs** are brand-name drugs that are listed on the plan's preferred list of prescription drugs.

**Non-preferred brand drugs** are brand-name drugs that are not included on the plan's preferred list of prescription drugs. These may not be covered under the plan.

**Specialty drugs** are used to treat certain complex health problems. These drugs tend to be very expensive.

**Preferred Provider Organization (PPO)** plan provides coverage to participants through a network of selected healthcare providers (such as hospitals and physicians). The enrollees may go outside the network, but would incur larger costs.

**High Deductible Health Plan (HDHP)** combines traditional medical coverage and a tax-advantaged Health Savings Account (HSA) to help save for future medical expenses.

## WHEN CAN YOU MAKE CHANGES TO BENEFITS?

Generally, changes are only allowed under the following circumstances:

### Annual Open Enrollment Period

Once a year we conduct an Annual Open Enrollment (usually in the fall). During this time, you can add or drop benefit plans, enroll in an FSA or HSA and add or remove dependents from your coverage for the coming plan year.

### Qualifying Life Events Change in Family Status

Outside of Annual Open Enrollment, you may change your benefit elections during the year only if you experience a Qualifying Life Event. Below are examples of life events that may allow you to make a change.



# Benefit Contacts



BENEFIT	CARRIER	PHONE	WEBSITE/EMAIL
Medical and Prescription	Cigna	800.244.6224	<a href="https://mycigna.com">mycigna.com</a>
Cigna Member Customer Service	Cigna	800.244.6224	N/A
Cigna Pre Enrollment Questions	Cigna	888.806.5042	N/A
Health Savings Account	HealthEquity	866.346.5800	<a href="https://my.healthequity.com">my.healthequity.com</a>
Dental	Northeast Delta Dental	800.832.5700	<a href="https://nedelta.com">nedelta.com</a>
Vision	VSP	800.877.7195	<a href="https://vsp.com">vsp.com</a>
Flexible Spending Accounts	Navia Benefits	800.669.3539	<a href="https://naviabenefits.com">naviabenefits.com</a>
Employee and Family Assistance Program	Invest EAP	866.660.9533	<a href="https://investEAP.org">investEAP.org</a>
Critical Illness Insurance and Accident Insurance	Unum	866.679.3054	<a href="https://unum.com">unum.com</a>
Whole Life Insurance	Unum	866.643.9404	<a href="https://unum.com">unum.com</a>
Basic Life, Voluntary Life and Disability Insurance	Unum	866.679.3054	<a href="https://unum.com">unum.com</a>
Retirement Savings - 403(b)	TIAA	800.842.2252	<a href="https://tiaa.org/champlain">tiaa.org/champlain</a>
Travel Assist	Unum	Dom. 800-872-1414 Int. 609.986.1234	<a href="https://unum.com">unum.com</a>

***Empowering you to take advantage of your benefits today and for your future.***

FOR QUESTIONS ON YOUR BENEFITS, CONTACT YOUR BENEFITS TEAM AT **BENEFITS@GMHEC.ORG** OR **802.443.5485**.

*The information in this guide is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. As such, the College reserves the right to alter, amend or suspend the terms of this document at its sole discretion, with or without notice; please refer to the plans and policies posted on the Faculty & Staff page under the People Center and Benefits for the most current version. This document does not constitute an employment contract.*



Champlain College offers employees the choice of three medical plans through Cigna: the Gold Plan Open Access Plus Plan (OAP), the Silver HDHP Plan with HSA and the Bronze HDHP Plan with HSA. All of our medical plans include 100% coverage for preventive care services in the Cigna Network. See below for an overview of how the plans work and refer to the Medical Plan Comparison to see how certain essential services are covered.

## HOW THE GOLD PLAN WORKS



Does not come with a College-funded Health Savings Account.



Certain in-network medical services (like office visits) and prescription drugs are not subject to the plan's **deductible**. Coinsurance will apply right away for these services.



After the plan's **deductible** has been met, eligible in-network medical expenses are covered at 80%.

100%

If your out-of-pocket costs reach the annual maximum, the plan pays 100% for eligible care the remainder of the calendar year.



You pay nothing for **in-network preventive care** for you and your family.



Cigna's Telehealth Connection is covered at a low cost per visit.

## HOW THE SILVER AND BRONZE HDHPs WORK



They come with a College-funded Health Savings Account. We'll contribute 60% of the deductible in a calendar year\*.



You pay **100%** for your non-preventive medical care and preventative prescriptions until the plan's deductible is met. *You can use your HSA funds to pay these expenses.*



After the plan's **deductible** has been met, eligible in-network medical expenses are covered 80% by the plan and prescriptions are covered 90% (generics), 70% (preferred brands) or 60% (non-preferred brands).

100%

If your out-of-pocket costs reach the annual maximum, the plan pays 100% for eligible care the remainder of the calendar year.



You pay nothing for **in-network preventive care** for you and your family.



Cigna's Telehealth Connection is covered at a low cost per visit.

\*HSA contribution amounts are prorated for participants joining the plan partway through the year.



## UNDERSTANDING SELF-INSURED HEALTH INSURANCE AND EMPOWERING YOUR HEALTHCARE ENGAGEMENT

Our CIGNA self-insured health insurance plan is designed to empower you to make informed healthcare decisions. This promotes accountability, healthcare engagement and cost containment, benefiting employees, their families and the College.

### HOW SELF-INSURED PLANS WORK

**Employer Responsibility:** Champlain College, the employer, assumes the financial risk for medical claims. The College develops the plan designs.

**Employee Contributions:** Your premium contributions go towards a fund for paying medical claims.

**Cost Containment:** Every dollar saved on claims contributes to better benefits and/or reduced costs in the long term.

**Cost Transparency:** Take advantage of tools to support your decision making. For our Cigna members, check out [this video](#) developed by our Cigna Engagement Specialist. It will walk you through all the cost comparison/cost containment tools available to help you make the most informed and fiscally sound decisions.

### ACCOUNTABILITY AND CONSUMERISM

**In-Network vs. Out-of-Network:** Utilizing in-network providers lowers costs for both you and the College. Find in-network providers at myCigna.com.

**Cost Comparison Tools:** Access online tools to compare prices and quality ratings of medical services.

**Second Opinions:** Encouraged for major procedures to ensure the best treatment options.

**Preventive Care:** Covered at 100% to promote early detection and reduce long-term costs.

**Wellness Programs:** Engage in programs that focus on healthy habits, earning rewards.

#### Consider Pre-tax savings:

- **HSAs:** For high-deductible plans, contribute tax-free to cover healthcare expenses.
- **FSAs:** Set aside pre-tax funds for qualified healthcare expenses.

### CLAIM PROCESS

There are two ways claims are initiated:

DIRECT BILLING	EMPLOYEE CLAIMS
Most in-network providers submit claims directly to the insurance company.	For out-of-network or non-participating providers, you may need to submit claims yourself.

Claims are processed according to plan documents and designs as designed by the College.

### TRANSPARENT BILLING

**Explanation of Benefits (EOB):** Receive detailed EOBs to understand costs, benefits and any balance due.

**Questions:** Reach out to Cigna to better understand billing or coverage. You may also reach out to Your Benefits Team if you have any billing or coverage questions.

### PRESCRIPTION COVERAGE

**Formulary:** Prescription drugs are organized into tiers, which categorize medications based on their cost and therapeutic value. Our formulary is structured with 3 tiers:

TIER 1	TIER 2	TIER 3
Typically Generics (lowest cost medication)	Typically Preferred Brands (medium cost medication)	Typically Non-Preferred Brands (highest cost medication)

Specialty medications can be in any of the 3 tiers, however they are usually found in tier 2 or tier 3.



# Empowering Your Healthcare Engagement



## ANNUAL CHECKUPS

**Important:** Schedule regular checkups to monitor your health and catch issues early.

**Coverage:** These checkups are usually covered at 100%.





## ENGAGING YOUR HEALTHCARE JOURNEY

### Take Charge of Your Health:

- **Make Informed Decisions:** Stay informed about your health insurance through workshops and online resources.
- **Ask Questions:** Reach out to our dedicated support team for assistance and guidance.

Our self-insured health insurance plan empowers you to take control of your healthcare decisions and costs. By becoming informed consumers, we collectively contribute to better benefits and/or cost containment. We're here to support you on your healthcare journey.

## Choosing the Right Care for Your Needs

 <p><b>VIRTUAL CARE</b> Around the clock video house calls through MD Live for Cigna</p>	 <p><b>YOUR DOCTOR</b> Your first choice for non-emergency care</p>	 <p><b>IMMEDIATE / URGENT CARE</b> When it's not a true emergency but needs immediate attention</p>	 <p><b>EMERGENCY ROOM</b> For life-threatening problems</p>
\$	\$\$	\$\$\$	\$\$\$\$
<ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Headache</li> <li>• Stomach ache</li> <li>• Fever</li> <li>• Cold and flu</li> <li>• Allergies</li> <li>• Rash</li> <li>• Acne</li> <li>• Urinary tract infections</li> </ul>	<ul style="list-style-type: none"> <li>• Preventive Care immunizations/ screenings</li> <li>• Cuts / scrapes</li> <li>• Eye swelling, pain</li> <li>• Fever, colds, flu</li> <li>• Sore throat</li> <li>• Minor burns</li> <li>• Stomach ache</li> <li>• Ear / sinus pain</li> <li>• Physicals</li> <li>• Minor allergic reactions</li> </ul>	<ul style="list-style-type: none"> <li>• Migraines / headaches</li> <li>• Cuts that need stitches</li> <li>• Stomach pain</li> <li>• Sprains / strains</li> <li>• Urinary tract infection</li> <li>• Animal bites</li> <li>• Back pain</li> </ul>	<ul style="list-style-type: none"> <li>• Chest pain, stroke</li> <li>• Seizures</li> <li>• Head or neck injuries</li> <li>• Sudden or severe pain</li> <li>• Heart attack</li> <li>• Severe vomiting, diarrhea</li> <li>• Fainting, dizziness, weakness</li> <li>• Uncontrolled bleeding</li> <li>• Problems breathing</li> <li>• Broken bones</li> </ul>



## ID CARD

Effective January 1, 2024, Cigna is transitioning to Digital ID cards. Digital ID cards will allow access to plan coverage information more easily, and they are more conveniently available when needed.

Members will be able to access ID cards through [myCigna.com](https://www.cigna.com) and the [myCigna App](#). Both the website and app offer convenient, timely access to ID cards, as well as many other features to help manage health and savings.

Use the digital ID cards in the same way physical ID cards are used.

- On [myCigna.com](https://www.cigna.com), view, print or request a mailed card.
- On the [myCigna App](#) view, print, share (via text, email and AirDrop) or save an image of your digital ID card(s).

***Is your doctor or hospital in the Cigna network? Cigna's online directory makes it easy to find who (or what) you're looking for.***

## HOW TO SEARCH CIGNA'S NETWORK

1. Go to [www.Cigna.com](https://www.Cigna.com), and click on "Find a Doctor" at the top of the screen. Then, under "Not a Cigna Customer Yet?" select "Plans through your employer or school."

*(If you're already a Cigna customer, log in to [myCigna.com](https://www.cigna.com) or the [myCigna® app](#) to search your current network. To search other networks, use the Cigna.com directory.)*

2. Enter the location in which you want to search.
3. Optional – Select one of the plans offered by the College.
4. Type in who or what you are looking for. Or browse the A-to-Z glossary of providers and procedures or keywords option.



## CIGNA'S WITH YOU, WHEREVER YOU ARE *myCigna® Mobile App*

Download the myCigna® mobile app and get access to your medical benefits info from anywhere...any time! The myCigna® app uses one-touch access, making it easy for you to personalize, organize and access your health information on the go. Use it to:

- Get a digital ID card
- Track your claims and deductible
- Get answers to frequently asked questions
- View a snapshot of your benefits





## INCLUDED WITH ALL MEDICAL PLAN OPTIONS

Our medical plans include access to Cigna's Telehealth Connection services at a low cost. You can interact with in-network, U.S. board certified physicians 24 hours a day/365 days a year via secure video chat or phone. No need to leave your home or office ... and no appointment is necessary!



## A SMART AND AFFORDABLE CHOICE FOR QUICK CARE

Using Cigna's Telehealth Connection can help get you the doctor visit and prescription you need, while also saving you time and money.

It's a great tool for when:

- You are traveling
- Your dependent is traveling or away at school
- You need help after hours or on the weekend
- Anytime you can't get in to see your regular provider

Some of the most common uses include:

- Cold and flu symptoms such as cough, fever, earaches and headaches
- Allergies and sinus infections
- Fever
- Bladder infections, UTIs
- Pink eye

## CIGNA VIRTUAL CARE FOR BEHAVIORAL HEALTH

Life is demanding. That's why your health plan through Cigna includes access to minor medical and behavioral/mental health virtual care.

Whether it's late at night and your therapist isn't available or you just don't have the time or energy to leave the house, you can:

- Schedule a behavioral/mental health virtual care appointment online in minutes
- Connect with quality, licensed counselors and psychiatrists
- Have a prescription sent directly to your local pharmacy, if appropriate

## IT'S SIMPLE TO USE

1. Download the myCigna® app
2. Log in with your Cigna username and password
3. Tap "Find Care" at the bottom of your screen
4. Tap Cigna Telehealth Connection, then choose MDLive

## GO AHEAD AND SIGN UP TODAY!

No one plans to get sick ... it seems to happen out of nowhere! That's why we highly encourage you to download the MyCigna® app now, before you need it, and get signed in so that when you need to use the Telehealth Connection services, all you need to do is connect through the app.

One important thing to understand is the difference between Telehealth and Telemedicine. **Telehealth** (MDLive) is not a visit with your doctors, it is a visit with board certified physicians available through Cigna's MD Live network. **Telemedicine** is the tagline used when you see your doctor via secure video conference or phone, but not in person. A Telemedicine visit follows the same cost structure as an in-person visit.



## PREFER TO HAVE YOUR MEDICATIONS DELIVERED TO YOUR DOOR?

Express Scripts, Cigna's home delivery pharmacy, will deliver maintenance medication to you at the location of your choice. Standard shipping is always free. For more information, please call Customer Service at **800.244.6224**, or visit [www.Cigna.com/home-delivery-pharmacy](http://www.Cigna.com/home-delivery-pharmacy) or [mycigna.com](http://mycigna.com).

Use your ID card every time you fill a prescription. It has important information on it that the pharmacy needs to process your prescription.

- Your pharmacists will need to use the BIN, PCN and Rx Group number on your ID card to access your benefits and process your claim.
- Access your ID card using the myCigna® app. You can also download and print a temporary Cigna ID card from the Cigna website.

## CHOOSE THE FILL OPTION THAT WORKS BEST FOR YOU

You can fill your medications in a 30-day or 90-day supply:

- To fill a 90-day supply, you must use a 90-day retail pharmacy in the plan's network OR Express Scripts, Cigna's home delivery pharmacy.
- You can fill a 30-day supply at any retail pharmacy in your plan's network OR Express Scripts, Cigna's home delivery pharmacy.

## BENEFITS OF HOME DELIVERY



### 24/7 ACCESS TO LICENSED PHARMACISTS.

If you have a medication question, you can talk with a pharmacist anytime, day or night.



**CONVENIENT DELIVERY.** Express Scripts provides free standard delivery right to your home or work address within the United States. Your medication is shipped in packaging that protects your privacy and is designed to stand up to harsh weather.



**EASY REFILLS.** Fill up to a 90-day supply of your medication at one time, so you fill less often.



**REFILL REMINDERS.** You can sign up to get free refill reminders by email or text to help make sure you don't miss a dose.



**ORDER ONLINE.** You can refill your medication and track your orders on the Cigna website or through the myCigna® mobile app.

# Medical Plan Comparison



CIGNA MEDICAL PLANS						
	GOLD PLAN OAP		SILVER HDHP		BRONZE HDHP	
	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network
Calendar Year Deductible <i>(how much you pay out of pocket before the plan pays)</i>	Individual: \$450 Ind.+1: \$900 Family: \$1,350 <i>stacked deductible</i>	Individual: \$900 Ind.+1: \$1,800 Family: \$2,700 <i>stacked deductible</i>	Individual: \$2,000 Family: \$4,000 <i>aggregate deductible</i>	Individual: \$4,000 Family: \$8,000 <i>aggregate deductible</i>	Individual: \$2,500 Family: \$5,000 <i>aggregate deductible</i>	Individual: \$5,000 Family: \$10,000 <i>aggregate deductible</i>
Medical Coinsurance <i>(% you pay for services)</i>	20% after deductible	30% after deductible	20% after deductible	30% after deductible	20% after deductible	50% after deductible
Out-of-Pocket Maximum <i>(Medical and Prescription Drugs)</i>	Individual: \$3,000 Ind.+1: \$6,000 Family: \$9,000	Individual: \$6,000 Ind.+1: \$12,000 Family: \$18,000	Individual: \$3,000 Family: \$6,000	Individual: \$6,000 Family: \$12,000	Individual: \$5,000 Ind. in Family: \$6,650 Family: \$10,000	Individual: \$10,000 Family: \$20,000
WHAT YOU PAY FOR SERVICES						
Preventive Care	\$0; Plan pays 100%	30% after deductible	\$0; Plan pays 100%	30% after deductible	\$0; Plan pays 100%	50% after deductible
Primary Care Physician (PCP) Visit	20%, deductible does not apply	30% after deductible	20% after deductible	30% after deductible	20% after deductible	50% after deductible
Specialist Visit	20%, deductible does not apply	30% after deductible	20% after deductible	30% after deductible	20% after deductible	50% after deductible
Urgent Care	20% after deductible	30% after deductible	20% after deductible	30% after deductible	20% after deductible	50% after deductible
Hospitalization	20% after deductible	30% after deductible	20% after deductible	30% after deductible	20% after deductible	50% after deductible
Mental Health/ Substance Abuse	20% after deductible	30% after deductible	20% after deductible	30% after deductible	20% after deductible	50% after deductible
Emergency Room	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible
PRESCRIPTION DRUG COVERAGE						
RETAIL PHARMACY (30-DAY SUPPLY)						
Generic	10%, no deductible		10% after deductible		10% after deductible	
Preferred Brand	30%, no deductible		30% after deductible		30% after deductible	
Non-Preferred Brand	40%, no deductible		40% after deductible		40% after deductible	
MAIL ORDER (90-DAY SUPPLY)						
Generic	10%, no deductible		10% after deductible		10% after deductible	
Preferred Brand	30%, no deductible		30% after deductible		30% after deductible	
Non-Preferred Brand	40%, no deductible		40% after deductible		40% after deductible	
2024 MEDICAL PLAN PREMIUMS (BI-WEEKLY)						
Employee Only	\$144.62		\$94.79		\$68.36	
Employee + 1	\$275.34		\$177.13		\$127.74	
Family	\$376.93		\$241.19		\$173.95	

# Managing Your Health Savings Account



A Health Savings Account, commonly known as an HSA, is an individual account you can open, add pre-tax money to and spend on eligible healthcare expenses. The HSA is only available to employees who have elected the Silver or Bronze HDHP medical plan.

## HSA BASICS

An HSA is unique because money used for eligible expenses is not taxed, investment earnings are not taxed, money spent on eligible expenses is not taxed and the money rolls over year to year. You own the account and you control how money is spent. Contributions can be made with pre-tax dollars via payroll deduction.

*Note: CA and NJ do not grant HSAs the same tax advantages that federal law and other states provide. The employer's contribution, your contribution and any taxable earnings within your HSA will generally be subject to state income tax, if you are required to file a CA or NJ state income tax return. Consult your tax advisor for specifics.*

## SETTING UP YOUR HSA

### Health Equity

If you are eligible for an HSA Account (by electing the Silver or Bronze HDHP medical option), you will receive a Welcome Kit at your home address with registration information. We partner with HealthEquity to administer our employees' Health Savings Accounts.

**If you currently have an HSA through Champlain, you do not need to set up a new account. Remember to review and update your employee pre-tax contribution each year. A new card will not be issued unless your current card expires.**

## ADDING MONEY

The IRS sets the annual dollar maximum that can be made to an HSA. Coverage of two or more people is considered family coverage. People who are age 55 or older can make additional catch-up contributions.

IF YOU ENROLL IN THE 2024 HDHP WITH HSA PLAN DURING OPEN ENROLLMENT*			
SILVER OAP HDHP	TOTAL IRS LIMIT	EMPLOYER CONTRIBUTION	YOU CAN CONTRIBUTE
Employee Only	\$4,150	\$1,200	\$2,950
Family	\$8,300	\$2,400	\$5,900
55+ Catch Up	\$1,000	N/A	\$1,000
BRONZE OAP HDHP	TOTAL IRS LIMIT	EMPLOYER CONTRIBUTION	YOU CAN CONTRIBUTE
Employee Only	\$4,150	\$1,500	\$2,650
Family	\$8,300	\$3,000	\$5,300
55+ Catch Up	\$1,000	N/A	\$1,000

\*Amounts are prorated for participants joining the plan part way through the year.

## USING HSA MONEY

HSA money can be used tax-free for any eligible medical, dental or vision expenses. If you pay out of pocket for an eligible expense, you can reimburse yourself for the expense from your HSA by filing a claim online.

Once you turn age 65, you may use your HSA money for any expense, medical or not, but you will pay income taxes on those non-medical expenses.

Distributions made for any non-qualified medical expenses are subject to income tax and a 20% penalty. The 20% penalty is waived in the case of death or disability or once the account owner reaches age 65.

## MANAGE YOUR ACCOUNT ONLINE

At [my.healthequity.com](https://my.healthequity.com), you can:

- Check your account balances
- Make payments to providers
- Transfer funds to your personal checking account
- Record your beneficiary
- Use the HSA Tool Kit as an additional resource

### Eligibility

- You must be covered under a high deductible health plan (HDHP).
- You have no other health coverage except what is permitted under Other Health Coverage (See Publication 969 located at [www.irs.gov](https://www.irs.gov)).
- You are not enrolled in Medicare (if you or your spouse is enrolled in Medicare please contact [benefits@gmhec.org](mailto:benefits@gmhec.org) to discuss alternative solutions).
- You haven't used the Veteran's Affairs Medical Benefits (See Publication 969 located at [www.irs.gov](https://www.irs.gov)).
- You cannot be claimed as a dependent on someone else's (current year's) tax return.

**Remember, it is important to keep your beneficiary information up-to-date. Please be sure to verify or update this information each year using the HealthEquity website. Examples of when you may want to update your beneficiaries are birth, adoption, marriage, or divorce.**

# Supplementing Your Medical Plan



Our medical plans provide great coverage for your health needs, but an unexpected injury or illness can mean unexpected bills that you didn't plan for. That's where supplementing your insurance with our voluntary plans can help. If you experience a covered condition, you'll receive a cash reimbursement benefit to help offset your out of pocket expenses.

## CRITICAL ILLNESS INSURANCE

If serious illness strikes, Unum's Critical Illness Insurance provides cash to help with the extra expenses associated with your treatment and recovery. If you elect this coverage and are diagnosed with a covered illness, you get a lump-sum cash reimbursement benefit — even if you receive benefits from other insurance. Your spouse may only enroll in half of the employee's coverage.

### Coverage Amounts

- Employee – Choose \$10,000, \$20,000 or \$30,000
- Child – All eligible children are automatically covered at 50% of the employee benefit amount (no additional cost)
- Spouse – Choose \$5,000, \$10,000 and \$15,000 (must also purchase employee coverage)

### Covered illnesses include (but are not limited to):

- Heart Attack
- End Stage Renal (Kidney) Failure
- Stroke
- Coronary Artery Bypass Surgery
- Major Organ Transplant
- Cancer and Carcinoma in Situ
- Benign brain tumor
- Blindness

### Wellness Benefit

You can receive a wellness benefit of \$50, \$75 or \$100 per calendar year per person covered under the Critical Illness plan if a covered health screening test is performed.

These wellness benefits are based on the employee coverage amount that is selected. Contact Unum at **800.635.5597** to inquire about claiming your wellness benefit.

### Critical Illness Insurance Rates

Rates are based on your or your spouse's age and coverage amount elected. Review the rates listed in Oracle as you make your elections.

## ACCIDENT INSURANCE

The Accident Insurance plan provides benefits to help cover the costs and out-of-pocket expenses associated with your treatment and recovery from an accident. When a covered accident occurs, the last thing you should have to worry about is paying for the charges that may be accumulating while you're not at work.

### Examples of Covered Injuries\*

- Broken bones
- Burns
- Torn ligaments
- Concussions
- Eye injuries
- Ruptured discs
- Lacerations

*\*Exclusions and limitations may apply; refer to plan documents for full list*

### EXAMPLE OF BENEFIT AMOUNT FOR A BROKEN ANKLE

Fracture	\$450
Ambulance	\$300
X-ray	\$50
Crutches	\$100
Physical Therapy	\$20
Follow-up Visit	\$75
<b>TOTAL PAYOUT</b>	<b>\$995</b>



### Accident Insurance Rates

TIER	PER PAY PERIOD	PER YEAR
Employee Only	\$5.59	\$145.34
Employee + Spouse	\$9.85	\$256.10
Employee + Child(ren)	\$12.43	\$323.18
Family	\$16.69	\$433.94





## NEW for 2024: Introducing Northeast Delta Dental

Champlain College offers two dental plans through Northeast Delta Dental. There are differences in coverage, so it's important you choose which plan is right for your needs. Consider the factors such as the amount you pay for coverage, annual deductible, annual maximum and your out-of-pocket costs on services.



### SAVE MONEY IN THE NETWORK

Although you may visit any provider you would like, you will get the best value when you receive care from a Delta Dental PPO (greatest savings) or Delta Dental Premier dentist. Out-of-network providers are allowed to balance bill you for any amount above the out-of-network reimbursement. Visit [nedelta.com](https://nedelta.com) or log on to the Delta Dental mobile app to see who is in the network.

DELTA DENTAL PLANS		
	ENHANCED DENTAL PLAN*	BASE DENTAL PLAN*
	In-Network	In-Network
Deductible (Single/Family)	\$25 per person/\$75 family maximum	\$100 per person/\$300 family maximum
Calendar Year Benefits Maximum	\$2,000 per person	\$1,250 per person
Preventive Services (cleanings) (4 per year in the Enhanced Plan, 2 per year in the Base Plan)	Covered 100%, no deductible	Covered 100%, no deductible
Basic Services	Covered 80% after deductible	Covered 50% after deductible
Major Services	Covered 50% after deductible	Covered 50% after deductible
Dental Implants	Covered 50% after deductible	Covered 50% after deductible
Orthodontics	Covered 50%, no deductible Coverage for employee and all dependents	Covered 50%, no deductible Coverage for dependent children to age 19
Orthodontics Lifetime Maximum (Plan pays)	\$2,000 per person	\$1,250 per child

\*On the Base Plan, services provided by a non-network dentist will be reimbursed at the 90th percentile of all provider submitted amounts in the geographic area. It is the patient's responsibility to make full payment to the dentist. On the Enhanced Plan, services provided by a non-network dentist will be reimbursed as billed. It is the patient's responsibility to make full payment to the dentist.

2024 DENTAL PLAN PREMIUMS (BI-WEEKLY)		
	ENHANCED DENTAL PLAN	BASE DENTAL PLAN
Employee Only	\$10.57	\$8.02
Employee + 1	\$18.97	\$14.34
Family	\$31.27	\$23.77



# Introducing Northeast Delta Dental



## ACCESS YOUR MEMBER BENEFITS 24/7

Enjoy 24/7 access to your benefit and claim information, print additional identification cards, read your benefit booklet and Explanation of Benefits (EOB), download our mobile app, search for a dentist, register for the Health through Oral Wellness® (HOW®) program and so much more—all when it's convenient for you!

Northeast Delta Dental strives to give you the best experience possible. That includes technology with access to the information and tools you need, all while supporting our efforts to go green by reducing paper waste and our carbon footprint.



Register for HOW®



View your benefits/  
Find a dentist



Print ID cards



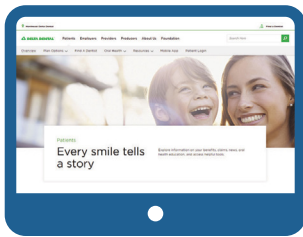
Download our  
mobile app



View claims and  
print EOBs



Read your  
dental plan booklet



### REGISTRATION IS SIMPLE:

1. Go to [www.nedelta.com](http://www.nedelta.com) and click on PATIENTS
2. Click Log In or Register Here to get started!
3. Complete the registration process

Note: You will need your Subscriber ID number (found on your ID card or by calling Customer Service at 1-800-832-5700).

## FINDING A DENTIST IN YOUR AREA IS EASY!

For new members, if you haven't enrolled yet you can still use the [www.nedelta.com](http://www.nedelta.com) website to see if your dentist is in the network. Find a Dentist is located in the top right corner of every page. Enter some general information about your location and network type (choose either Delta Dental PPO for the greatest discounts or Delta Dental Premier), click Search, and a list of dentists serving your area will be displayed. You can always ask your dentist if they participate with Northeast Delta Dental (Delta Dental PPO or Delta Dental Premier networks).



**HEALTH through ORAL WELLNESS® (HOW®)**

Health through Oral Wellness® is a program designed to promote better oral health and overall health for Northeast Delta Dental members. HOW® is all about YOU because it's based on your own specific oral health risks and needs. Best of all, it's secure, confidential and absolutely FREE.

**REGISTER** - Go to [HealthThroughOralWellness.com](http://HealthThroughOralWellness.com) and click on "Register Now".

**KNOW YOUR SCORE** - After you register, please take the free oral health risk assessment!

**SHARE YOUR SCORE WITH YOUR DENTIST** - Share your results with your dentist at your next dental visit. Your dentist can discuss your results with you and perform a clinical version of the assessment. Based on your risk, as shown on your clinical assessment, you may be eligible for additional preventive benefits at no cost if your employer participates in the HOW program.\*

### EYEMED VISION AND HEARING DISCOUNT PROGRAMS

- EyeMed vision care (save up to 35%) - eyewear. With Vision Wellness, choose from any available frame at provider locations, including: Independent Provider Network, LensCrafters, Pearl Vision, Optical.
- Amplifon hearing care (40%) - hearing exams and set pricing on thousands of hearing aids.

\*Additional preventive benefits are subject to the provisions of your Northeast Delta Dental policy. Only the clinical risk assessment performed by your dentist can determine your eligibility for additional preventive benefits.



You have a choice between two voluntary vision plan options, both provided by Vision Service Plan (VSP). There is an Enhanced Plan and a Basic Plan. Review the plans and choose which works best for you.



## SAVE MONEY IN THE NETWORK

Remember, you'll save on eyewear and eye care when you see a VSP network doctor. Plus, take advantage of Exclusive Member Extras for additional savings. To learn what doctors are in your network, call **800.877.7195** or visit [vsp.com](https://www.vsp.com).

VSP VISION PLANS				
	VSP ENHANCED PLAN		VSP BASIC PLAN	
IN-NETWORK BENEFITS	COPAY	FREQUENCY	COPAY	FREQUENCY
WellVision Exam	\$15 for exam & glasses	Every calendar year	\$15 for exam & glasses	Every calendar year
<b>FRAMES</b>				
(Plus up to 20% discount on balance after allowance is exhausted)	Covered by exam copay; \$200 frame allowance (\$220 allowance for featured brands)	Every calendar year	Covered by exam copay; \$150 frame allowance	Every other calendar year
<b>LENSES</b>				
Single vision, lined bifocal and lined trifocal lenses	Covered by exam copay	Every calendar year	Covered by exam copay	Every calendar year
<b>CONTACT LENSES (IN LIEU OF EYEGLASSES)</b>				
Elective	\$60 copay for contacts fitting and evaluation; \$200 allowance for contacts	Every calendar year	\$60 copay for contacts fitting and evaluation; \$150 allowance for contacts	Every calendar year
Medically Necessary	No Cost	12 months	No Cost	12 months
<b>EXTRA SAVINGS</b>				
Glasses and Sunglasses	Extra \$20 to spend on featured frame brands. Go to <a href="https://www.vsp.com/offers">vsp.com/offers</a> for details. 30% savings on additional glasses and sunglasses, including lens enhancements, from the same VSP provider on the same day as your WellVision Exam. Or, get 20% from any VSP provider within 12 months of your last WellVision Exam.			
Retinal Screening	No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam			
Laser Vision Correction	Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities			

2024 VISION PLAN PREMIUMS (BI-WEEKLY)		
	VSP ENHANCED PLAN	VSP BASIC PLAN
Employee Only	\$7.33	\$5.94
Employee + 1	\$10.62	\$8.61
Family	\$19.05	\$15.44

# Flexible Spending Accounts



## HEALTHCARE FSA

A Flexible Spending Account (FSA) allows you to set aside money from your paycheck before income taxes are withheld. This money is available to pay for eligible medical, dental and vision expenses, such as copayments, deductibles, eyeglasses, contact lenses and other health-related expenses that are not reimbursed by insurance.

## LIMITED PURPOSE FSA (HDHP PARTICIPANTS ONLY)

If you or your spouse are enrolled in a High Deductible Health Plan, you may only enroll in a Limited Purpose FSA. You may use these funds to pay for eligible dental and vision expenses, preserving the money in your HSA for medical expenses.

## HOW IT WORKS

You decide how much to contribute to your Healthcare FSA each year, up to \$3,050\*. Your annual election will be divided by the number of pay periods and deducted evenly on a pre-tax basis from each paycheck throughout the plan year.

### Rollover

FSA plans allow up to a certain dollar amount to rollover from year to year. You may rollover up to \$610\* of unused funds.

*\*The IRS reviews flexible spending limits each year. At the time of printing this guidebook, updated 2024 limits have not been released.*

## CLAIMS REIMBURSEMENT

You can access your FSA funds through the plan administrator's website at [naviabenefits.com](https://naviabenefits.com). Learn more about managing your account on the next page.



## DEPENDENT CARE FSA

The Dependent Care FSA allows you to set aside money from your paycheck on a pre-tax basis for child care expenses to allow you and your spouse to work or attend school full-time. Eligible dependents are your tax dependent children under 13 years of age or a child over 13, spouse or elderly parent residing in your home, who is physically or mentally unable to care for himself or herself.

### How Much Can I Contribute to a Dependent Care FSA?

Under the Dependent Care FSA, if you are married and file a joint return, or if you file a single or head of household return, the annual IRS limit is \$5,000\*. If you are married and file separate returns, you can each elect \$2,500\* for the plan year. You and your spouse must be employed or your spouse must be a full-time student to be eligible to participate in the Dependent Care FSA.

### Eligible Expenses

Some examples of eligible Dependent Care expenses include day care facility fees, before and after school care, in-home babysitting fees (income must be reported by your care provider on their tax return) and elder care.

### Things to Consider Before You Contribute to A Dependent Care FSA

- You cannot take income tax deductions for expenses you pay with your Dependent Care FSA.
- You cannot stop or change contributions to your Dependent Care FSA during the year unless you have a change in status consistent with your change in contributions.
- Claims for the previous calendar year must be submitted for reimbursement by March 1.

## FSA Carryover / Runout

- FSA Carryover = \$610
- Members have up to 60 days after end of plan year (March 1), to submit FSA claims incurred in the prior year



## ACCESS YOUR FUNDS WITH YOUR FLEX CARD

Navia will issue you a debit card. It can be used to pay for eligible FSA and Dependent Care expenses.

**IMPORTANT:** FSA claims need to be substantiated and therefore you should save all receipts from flexible spending transactions.

If you choose not to use your flexible spending card you may use the app or send in paper claims forms with the proper documentation for reimbursement.

## VIEW YOUR FSA BALANCE AND MANAGE YOUR ACCOUNT ONLINE

You can access your FSA balances online and submit claims information using the Navia website at [www.naviabenefits.com](http://www.naviabenefits.com). Follow the steps below to register as a first-time user.

1. Go to [www.naviabenefits.com](http://www.naviabenefits.com).
2. Click "register".
3. Click "I'm a participant."
4. Fill in the user information. The employer code is HA7.
5. Choose your security questions and click "Submit".

### Contact Navia customer service if you need help filing a claim.

1. [customerservice@naviabenefits.com](mailto:customerservice@naviabenefits.com)
2. 800.669.3539

## FILING A CLAIM

### Step One - Prepare

1. Confirm that the expense is eligible to be reimbursed (check Publications 502 and 503 at [www.IRS.gov](http://www.IRS.gov))
2. Gather documentation and/or explanations of benefits (EOB)
3. Be sure the documentation you submit includes:
  - Provider name and address
  - Patient name
  - Description of service
  - Date of service
  - Amount charged

### Step 2 - Submit

Choose one of the methods below to submit your claim.

#### ONLINE

1. Log on to your account at [www.naviabenefits.com](http://www.naviabenefits.com)
2. Click "login"
3. Enter your claim and upload documentation

#### MOBILE

1. Install the myNavia On-the-Go app on your smartphone
2. Log in with your username and password and file your claim
3. Enter the claim information and attach a picture of your documentation

#### MAIL/FAX

1. Download a claim form at [www.naviabenefits.com](http://www.naviabenefits.com)
2. Print, complete and sign your claim form
3. Attach a copy of your supporting documentation
4. Mail your claim form and documentation to:  
Navia Benefit solutions  
Attention: Claims  
PO Box 53250  
Bellevue, WA 98015



## Remember, it is important to keep your beneficiary information up-to-date.

Please be sure to verify or update this information during Open Enrollment or when there is a status change. Examples of when you may want to update your beneficiaries are birth, adoption, marriage or divorce. Beneficiaries for life insurance are tracked and updated in Oracle.

### GROUP TERM LIFE AND AD&D

For eligible employees, the College pays 100% of the cost of Group Term Life insurance and Accidental Death & Dismemberment (AD&D) insurance through Unum.

COVERAGE TYPE	BENEFIT AMOUNT*
Term Life Insurance	Base Life Insurance amount ("principal sum") is 2x your base earnings up to a maximum of \$700,000 (guaranteed issue amount is \$450,000)
Accidental Death and Dismemberment Insurance (AD&D)	AD&D Insurance amount ("principal sum") is 2x your base earnings up to a maximum of \$700,000

\* At age 70, benefits reduce to 65% of covered amount.  
At age 75, benefits reduce to 50% of covered amount.

The Group Term Life and AD&D benefit premiums are paid by the College, however, the benefit is taxable under federal law. FICA, state and federal taxes based on the value of the benefit are currently deducted from each paycheck. The tax is on the value of the amount over \$50,000, and this is determined by using an IRS chart with your age and the dollar amount.

### UNUM TRAVEL ASSIST

Unum's travel assistance services are provided to you at no cost by Assist America, Inc. Available to help 24/7, 365 days per year for support when you are traveling more than 100 miles from home in case of emergency. Travel assistance speaks your language, helping you locate hospitals, embassies and other "unexpected" travel destinations. Add the number to your cell phone contacts, so it's always close at hand. Just one phone call connects you and your family to medical and other important services.

Use your Travel Assist phone number or mobile app for support with passport replacement assistance, legal and interpreter referrals, emergency trauma counseling, emergency medical evacuation, prescription replacement assistance and so much more.

Call: 800-872-1414 Domestic, 609-986-1234 International.  
Download and activate the Assist America apptoday.  
Use reference number: 01-AA-UN-762490

### SHORT-TERM DISABILITY

Short-Term Disability (STD) provides you with income when you are unable to work due to an illness, injury or maternity. This coverage is paid for by the College and all claims are administered by Unum.

GROUP	BENEFIT DETAILS
Hired <b>before</b> 7/1/09	Grandfathered benefit amount
Hired <b>after</b> 7/1/09	Up to 66.67% of bi-weekly earnings (less state disability, if any)

Short-Term Disability benefit payments are made through payroll, which means your normal benefit deductions will still occur. Short-Term Disability benefits will begin once:

- An individual has been out for 10 consecutive days for an illness or injury (this is called the elimination period)
- The appropriate paperwork has been filed with Unum
- Unum has approved the illness or injury as a disability

Unum will determine your disability paid-time benefit based upon your disability and the physician's diagnosis. STD may last up to 26 weeks, including the first 10 days you were absent. STD runs in conjunction with Family Medical Leave.

### LONG-TERM DISABILITY

Long-Term Disability (LTD) provides you with income when you are unable to work due to a disability. This coverage is provided to you by the College at no cost to you. All claims are administered by Unum. LTD payments are 66.67% of your basic monthly earnings up to \$15,000 per month. Payments are made directly to you by Unum.

Long-Term Disability will begin once:

- The elimination period of 180 days (length of STD) has been met.
- The appropriate paperwork has been completed and submitted to Unum.
- Unum has determined and approved the disability request (Unum will determine your disability benefits based upon the disability and the physician's diagnosis).



# Voluntary Life Insurance Options



## VOLUNTARY LIFE AND AD&D

In addition to the College-provided benefits, you may purchase additional or “Supplemental” Life and Accidental Death and Dismemberment insurance for yourself and your spouse. You pay the full cost of any voluntary insurance plan coverage, which is deducted from your paycheck on an after-tax basis.

COVERAGE TYPE	BENEFIT AMOUNT*
Employee Life Insurance	Lesser of .5 times salary to 4.5 times salary rounded to next multiple of \$10,000, not to exceed \$500,000. Guaranteed issue amount is \$140,000.
Spouse Life Insurance	Lesser of 100% of the employee amount in increments of \$10,000 rounded to the next multiple of \$10,000, not to exceed \$500,000. <i>Benefits are paid to the employee.</i> Guaranteed issue amount is \$25,000.
Child Life Insurance	Lesser of 100% of the employee amount in \$2,000 increments, rounded to next multiple of \$2,000, not to exceed \$10,000. Max Benefit for child between live birth and 6 mos. is \$1,000. <i>Benefits are paid to the employee.</i>

\* At age 70, benefits reduce to 65% of covered amount.  
At age 75, benefits reduce to 50% of covered amount.

### Evidence of Insurability (EOI) is required if:

- **You are newly enrolling in coverage outside of new hire enrollment or above the Guarantee Issue amount.**
- **You are increasing current coverage above the Guarantee Issue amount.**

An electronic link will be sent to you for you to complete the Evidence of Insurability form. This form is submitted directly to Unum.

Rates are determined by your spouse or your age and the amount of coverage you elect.



## WHOLE LIFE INSURANCE

Whole Life insurance can provide financial support for families after the death of a loved one. Coverage is available for your dependents, even if you don't elect coverage for yourself.

.....

This coverage provides protection for a lifetime, with guaranteed renewal year after year.

.....

If you purchase this coverage, rates will not go up as you age, and coverage is portable, so you can keep it even if you leave the College, as long as you continue making payments to Unum.

.....

If you have questions or would like to enroll in this benefit, contact Unum at

**866.643.9404.**

# Employee and Family Assistance Program



Champlain College provides employees and their families an Employee and Family Assistance Program (EAP) through Invest EAP.

No one is immune from life's challenges. Family dynamics, worries over illness, money, work/life balance, and substance abuse are a few areas where EAP can help. Invest EAP is a confidential clinical and well-being non-profit with a personalized approach to providing counseling and resources to your entire household. No problem is too big or too small.

## FINANCIAL AND LEGAL HELP

Free referrals to attorneys and free advice from financial professionals ready to help with your needs.

## COUNSELING

Solution-focused sessions help you with any problem you may be facing: parenting, divorce, anxiety, depression and more.

## BEHAVIORAL HEALTH

There is no health without mental health. Our approach takes a holistic approach to your total well-being and increases your resiliency.

## LIFE RESOURCES

Unlimited consultation, assessment and customized referrals for major life events such as childcare, eldercare, adoption, housing, transportation and more.

## CONTACT THE EAP FOR ASSISTANCE *ANYTIME*

Not sure what to do about a problem or who to turn to? Not sure if it's something the EAP can help with? Call anyway!

Their approach is positive and proactive and they offer services to answer any need. We encourage you to explore this free, confidential support.



**866.660.9533**

toll-free 24/7/365 hotline for all EAP services



**[www.investEAP.org](http://www.investEAP.org)**

PASSWORD: "champlain"

# Well-being: Supporting you to bring your best self to life every day



## WELL-BEING PROGRAMS

At Champlain College, our commitment to your well-being is paramount. We understand that a healthy and thriving workforce forms the foundation of our success, and thus, we are dedicated to fostering a culture that prioritizes your well-being. Through our partnership with GMHEC, we bring you a well-being program that aims to ensure that you feel valued, empowered and able to bring your best self to life and work every day. Together, we will continue to create a workplace that not only nurtures your professional growth but also celebrates the holistic wellness of every individual.

## TO FIND OUT MORE ABOUT WHAT'S AVAILABLE:

- Check out the school specific **resource guides** on the GMHEC Well-Being webpage.
- Sign up for the "What's on tap for well-being?" newsletter and be the first to know about what's coming up. To sign up, send "sign up for newsletter" to [wellbeing@gmhec.org](mailto:wellbeing@gmhec.org).
- Check out our **events calendar** (Password is GMHECWell-Being).

## FOCUSING ON MENTAL HEALTH



**TALKSPACE:** Utilize your behavioral health benefits to virtually connect with a Talkspace licensed therapist via live video and private texting as well as access online resources via the Talkspace app. Go to [mycigna.com](https://mycigna.com) and click on the **Talkspace link** to schedule an assessment.



**IPREVAIL:** A digital therapeutics program designed by experienced clinicians to help you take control of the stresses of everyday life and challenges. iPrevail helps you overcome feelings of anxiety and loneliness, reduce negativity and feelings of depression, decrease stress from relationships, work and daily life and build resilience and positivity. To sign up, go to [mycigna.com](https://mycigna.com), stress and emotional wellness page and click on the iPrevail link.



**HAPPIFY:** A free app with science-based games and activities that are designed to help you defeat negative thoughts, gain confidence, reduce stress and anxiety, increase mindfulness and emotional well-being and boost health and performance. To learn more, visit [mycigna.com](https://mycigna.com) and click on Happify.

For a full list of Cigna's Behavioral Health Programs, go to <https://cignabehavioralprograms/CTBH/>

## THE EDGE

All benefits eligible full-time employees may join The Edge at any of their locations. There is a nominal monthly fee of \$6.75 per pay period for your membership. Enroll in Oracle.

## IDX FITNESS CENTER

Champlain College has a state of the art Fitness Center located in the IDX Student Life Center. Take advantage of the full Cybex circuit, free weight room, cardio equipment and group fitness classes. Learn more at <https://www.champlain.edu/student-affairs-diversity-and-inclusion/clubs-and-activities/fitness-center>.

## MOTIVATE ME

Through the MotivateMe program, all benefits eligible employees are eligible to earn up to \$300 per year by engaging in a variety of health promoting activities. Full time, benefits eligible employees who do not participate in the College sponsored Cigna health plan are still eligible to participate in this program.

To earn incentives, participants must first complete the required "gatekeeper" activities. Then, you can choose which additional activities you'd like to complete. The list of approved activities can be found in your mycigna.com account under the Wellness & Incentive tab.

To set up an account:

1. Go to [mycigna.com](https://mycigna.com)
2. Click on "How To Register" on the top of the page
3. Follow the instructions on the "Learn How to Register" page (you will need to use your Social Security Number to set up your account)

*(If you are enrolled in another CIGNA program DO NOT use your account number from the NON-Champlain Plan.)*





## DEFINED CONTRIBUTION RETIREMENT SAVINGS PLAN 403(B) PLAN

All College employees, with the exception of certain student employees, are eligible to participate in the Plan immediately upon hire. Employees can defer pre-tax and Roth post-tax into the College's 403(b) Plan.

Most employees regularly scheduled to work 20 or more hours per week are eligible for the **College's generous 2 for 1 matching contribution in the month following the date of hire. If you contribute 5% of your eligible earnings, the College will provide a 10% match.** Adjunct faculty and student employees are not eligible for the match. Contact Your Benefits Team if you have questions about your eligibility.

## ANNUAL LIMITS

The 2024 limits were not available when this Guide was published. The 2023 limit was \$22,500 and the age 50 catch-up contribution maximum was \$7,500. 2024 limits may be greater.



## MAKING CHANGES

To enroll in the Plan or to edit your existing elections, log into your Oracle account and select the Benefits icon. Choose Make Changes, then Continue through the Before You Enroll page. Navigate to the Retirement Plan to make your changes. Be sure to Submit your elections. Note, changes take effect in the pay period during which the election is made. Retirement contributions may be updated any time during the year.

It is the employee's responsibility to track and monitor their deferral contribution to maximize the College's match. Changes to your investments can be made online at [tiaa.org/champlain](https://tiaa.org/champlain).

Contact [benefits@gmhec.org](mailto:benefits@gmhec.org) with questions about making changes to your contributions.

## THINGS TO REMEMBER

- You may contribute to the Plan on a pre-tax and/or Roth after-tax basis.
- Employees are immediately 100% vested in all contributions to the Plan.
- Employees age 50 or older before the end of the calendar year may elect to defer additional "catch-up contributions" to the Plan as of January 1 of that year.
- This Plan does accept rollovers from other qualified plans.

## Remember, it is important to keep your beneficiary information up-to-date.



Please be sure to verify or update this information each year using the TIAA website at [tiaa.org/champlain](https://tiaa.org/champlain). Examples of when you may want to update your beneficiaries are birth, adoption, marriage or divorce.



*Please read these notices carefully and keep them where you can find them for future reference. Please refer to your College Health and Welfare Plan Documents for additional required disclosures. Your Plan Documents can be found at:*

**<https://www.champlain.edu/faculty-and-staff/people-center/current-employees/benefits/2024-benefits>**

## **HEALTH INSURANCE MARKETPLACE COVERAGE OPTIONS AND YOUR HEALTH COVERAGE**

Beginning in 2014, there was a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

### **WHAT IS THE HEALTH INSURANCE MARKETPLACE?**

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers “one-stop shopping” to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away.

Each year, the open enrollment period for health insurance coverage through the Marketplace runs from Nov. 1 through Dec. 15 of the previous year. After Dec. 15, you can get coverage through the Marketplace only if you qualify for a special enrollment period or are applying for Medicaid or the Children’s Health Insurance Program (CHIP).

### **CAN I SAVE MONEY ON MY HEALTH INSURANCE PREMIUMS IN THE MARKETPLACE?**

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn’t meet certain standards. The savings on your premium that you’re eligible for depends on your household income.

## **DOES EMPLOYER HEALTH COVERAGE AFFECT ELIGIBILITY FOR PREMIUM SAVINGS THROUGH THE MARKETPLACE?**

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer’s health plan. However, you may be eligible for a tax credit that lowers your monthly premium or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards.

If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5 percent (as adjusted each year after 2014) of your household income for the year, or if the coverage your employer provides does not meet the “minimum value” standard set by the Affordable Care Act, you may be eligible for a tax credit. (An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.)

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for federal and state income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### **HOW CAN I GET MORE INFORMATION?**

For more information about your coverage offered by your employer, please check your summary plan description or contact Your Benefits Team at [benefits@gmhec.org](mailto:benefits@gmhec.org) or 802.443.5485.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, as well as an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

# Important Notices



## PREMIUM ASSISTANCE UNDER MEDICAID AND THE CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit [www.healthcare.gov](http://www.healthcare.gov).

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or [www.insurekidsnow.gov](http://www.insurekidsnow.gov) to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at [www.askebsa.dol.gov](http://www.askebsa.dol.gov) or call 1-866-444-EBSA (3272).

**If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2023. Contact your State for more information on eligibility.**

### Alabama - Medicaid

Website: <http://myalhipp.com/>  
Phone: 1-855-692-5447

### Alaska - Medicaid

The AK Health Insurance Premium Payment Program  
Website: <http://myakhipp.com/>  
Phone: 1-866-251-4861  
Email: [CustomerService@MyAKHIPP.com](mailto:CustomerService@MyAKHIPP.com)  
Medicaid Eligibility: <https://health.alaska.gov/dpa/Pages/default.aspx>

### Arkansas - Medicaid

Website: <http://myarhipp.com> | Phone: 1-855-MyARHIPP (855-692-7447)

### California – Medicaid

Health Insurance Premium Payment (HIPP) Program Website:  
<http://dhcs.ca.gov/hipp>  
Phone: 916-445-8322  
Fax: 916-440-5676  
Email: [hipp@dhcs.ca.gov](mailto:hipp@dhcs.ca.gov)

### Colorado – Health First Colorado (Colorado's Medicaid Program) & Child Health Plan Plus (CHP+)

Health First Colorado Website: <https://www.healthfirstcolorado.com/>  
Health First Colorado Member Contact Center:  
1-800-221-3943 / State Relay 711  
CHP+: <https://hcpf.colorado.gov/child-health-plan-plus>  
CHP+ Customer Service: 1-800-359-1991 State Relay 711  
Health Insurance Buy-In Program (HIBI):  
<https://www.mycohibi.com/>  
HIBI Customer Service: 1-855-692-6442

### Florida – Medicaid

Website: <https://www.flmedicaidtprecovery.com/flmedicaidtprecovery.com/hipp/index.html> | Phone: 1-877-357-3268

### Georgia – Medicaid

GA HIPP Website: <https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp>  
Phone: 678-564-1162, Press 1  
GA CHIPRA Website: <https://medicaid.georgia.gov/programs/third-party-liability/childrens-health-insurance-program-reauthorization-act-2009-chipra> | Phone: (678) 564-1162, Press 2

### Indiana – Medicaid

Healthy Indiana Plan for low-income adults 19-64  
Website: <http://www.in.gov/fssa/hip> | Phone: 1-877-438-4479  
All other Medicaid Website: <https://www.in.gov/medicaid/>  
Phone 1-800-457-4584

### Iowa – Medicaid and CHIP (Hawki)

Medicaid Website: <https://dhs.iowa.gov/ime/members>  
Medicaid Phone: 1-800-338-8366  
Hawki Website: <http://dhs.iowa.gov/Hawki>  
Hawki Phone: 1-800-257-8563  
HIPP Website: <https://dhs.iowa.gov/ime/members/medicaid-a-to-z/hipp>  
HIPP Phone: 1-888-346-9562

### Kansas – Medicaid

Website: <https://www.kancare.ks.gov> | Phone: 1-800-792-4884  
HIPP Phone: 1-800-967-4660

### Kentucky – Medicaid

Kentucky Integrated Health Insurance Premium Payment Program (KI-HIPP) Website: <https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx>  
Phone: 1-855-459-6328 | Email: [KIHIPP.PROGRAM@ky.gov](mailto:KIHIPP.PROGRAM@ky.gov)  
KCHIP Website: <https://kidshealth.ky.gov/Pages/index.aspx>  
Phone: 1-877-524-4718  
Kentucky Medicaid Website: <https://chfs.ky.gov/agencies/dms>

### Louisiana – Medicaid

Website: [www.medicaid.la.gov](http://www.medicaid.la.gov) or [www.ldh.la.gov/lahipp](http://www.ldh.la.gov/lahipp)  
Phone: 1-888-342-6207 (Medicaid hotline) or 1-855-618-5488 (LaHIPP)

### Maine – Medicaid

Enrollment Website: [https://www.mymaineconnection.gov/benefits/s/?language=en\\_US](https://www.mymaineconnection.gov/benefits/s/?language=en_US)  
Phone: 1-800-442-6003 | TTY: Maine relay 711  
Private Health Insurance Premium Webpage:  
<https://www.maine.gov/dhhs/ofi/applications-forms>  
Phone: 1-800-977-6740 | TTY: Maine relay 711

# Important Notices



## Massachusetts – Medicaid and CHIP

Website: <https://www.mass.gov/masshealth/pa>  
Phone: 1-800-862-4840  
TTY: 711  
Email: [masspremassistance@accenture.com](mailto:masspremassistance@accenture.com)

## Minnesota – Medicaid

Website: <https://mn.gov/dhs/people-we-serve/children-and-families/health-care/health-care-programs/programs-and-services/other-insurance.jsp>  
Phone: 1-800-657-3739

## Missouri – Medicaid

Website: <http://www.dss.mo.gov/mhd/participants/pages/hipp.htm>  
Phone: 573-751-2005

## Montana – Medicaid

Website: <http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP>  
Phone: 1-800-694-3084 | Email: [HSHIPPProgram@mt.gov](mailto:HSHIPPProgram@mt.gov)

## Nebraska – Medicaid

Website: <http://www.ACCESSNebraska.ne.gov>  
Phone: 1-855-632-7633 | Lincoln: 402-473-7000 | Omaha: 402-595-1178

## Nevada – Medicaid

Medicaid Website: <http://dhcfp.nv.gov>  
Medicaid Phone: 1-800-992-0900

## New Hampshire – Medicaid

Website: <https://www.dhhs.nh.gov/programs-services/medicaid/health-insurance-premium-program> | Phone: 603-271-5218  
Toll free number for the HIPP program: 1-800-852-3345, ext 5218

## New Jersey – Medicaid And CHIP

Medicaid Website: <http://www.state.nj.us/humanservices/dmahs/clients/medicaid/>  
Medicaid Phone: 609-631-2392  
CHIP Website: <http://www.njfamilycare.org/index.html>  
CHIP Phone: 1-800-701-0710

## New York – Medicaid

Website: [https://www.health.ny.gov/health\\_care/medicaid/](https://www.health.ny.gov/health_care/medicaid/)  
Phone: 1-800-541-2831

## North Carolina – Medicaid

Website: <https://medicaid.ncdhhs.gov> | Phone: 919-855-4100

## North Dakota – Medicaid

Website: <https://www.hhs.nd.gov/healthcare>  
Phone: 1-844-854-4825

## Oklahoma – Medicaid and CHIP

Website: <http://www.insureoklahoma.org> | Phone: 1-888-365-3742

## Oregon – Medicaid

Website: <http://healthcare.oregon.gov/Pages/index.aspx>  
Phone: 1-800-699-9075

## Pennsylvania – Medicaid and CHIP

Website: <https://www.dhs.pa.gov/Services/Assistance/Pages/HIPP-Program.aspx> | Phone: 1-800-692-7462  
CHIP Website: <https://www.dhs.pa.gov/CHIP/Pages/CHIP.aspx>  
CHIP Phone: 1-800-986-KIDS (5437)

## Rhode Island – Medicaid and CHIP

Website: <http://www.eohhs.ri.gov/>  
Phone: 1-855-697-4347, or 401-462-0311 (Direct RteShare Line)

## South Carolina – Medicaid

Website: <https://www.scdhhs.gov> | Phone: 1-888-549-0820

## South Dakota - Medicaid

Website: <http://dss.sd.gov> | Phone: 1-888-828-0059

## Texas – Medicaid

Website: <https://www.hhs.texas.gov/services/financial/health-insurance-premium-payment-hipp-program> | Phone: 1-800-440-0493

## Utah – Medicaid and CHIP

Medicaid Website: <https://medicaid.utah.gov/>  
CHIP Website: <http://health.utah.gov/chip>  
Phone: 1-877-543-7669

## Vermont– Medicaid

Website: <https://dvha.vermont.gov/members/medicaid/hipp-program>  
Phone: 1-800-250-8427

## Virginia – Medicaid and CHIP

Website: <https://coverva.dmas.virginia.gov/learn/premium-assistance/famis-select>  
<https://coverva.dmas.virginia.gov/learn/premium-assistance/health-insurance-premium-payment-hipp-programs>  
Medicaid/CHIP Phone: 1-800-432-5924

## Washington – Medicaid

Website: <https://www.hca.wa.gov/> | Phone: 1-800-562-3022

## West Virginia – Medicaid and CHIP

Website: <https://dhhr.wv.gov/bms/>  
<http://mywvhipp.com/>  
Medicaid Phone: 304-558-1700  
CHIP Toll-free phone: 1-855-MyWVHIPP (1-855-699- 8447)

## Wisconsin – Medicaid and CHIP

Website: <https://www.dhs.wisconsin.gov/badgercareplus/p-10095.htm>  
Phone: 1-800-362-3002

## Wyoming – Medicaid

Website:  
<https://health.wyo.gov/healthcarefin/medicaid/programs-and-eligibility/>  
Phone: 1-800-251-1269

To see if any other states have added a premium assistance program since July 31, 2023, or for more information on special enrollment rights, contact either:

### U.S. Department of Labor

Employee Benefits Security Administration  
[www.dol.gov/agencies/ebsa](http://www.dol.gov/agencies/ebsa)  
1.866.444.EBSA (3272)

### U.S. Department of Health and Human Services

Centers for Medicare & Medicaid Services  
[www.cms.hhs.gov](http://www.cms.hhs.gov)  
1.877.267.2323, Menu Option 4, Ext. 61565



## PATIENT PROTECTION DISCLOSURE

Champlain College Health and Welfare Benefit Plan (The Plan) generally allows the designation of a primary care provider. You have the right to designate any primary care provider who participates in our network and who is available to accept you or your family members. For information on how to select a primary care provider, and for a list of the participating primary care providers, contact CIGNA at [www.cigna.com](http://www.cigna.com).

For children, you may designate a pediatrician as the primary care provider.

You do not need prior authorization from The Plan or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a healthcare professional in our network who specializes in obstetrics or gynecology. The healthcare professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating healthcare professionals who specialize in obstetrics or gynecology, contact CIGNA at [www.cigna.com](http://www.cigna.com).

## PAPERWORK REDUCTION ACT STATEMENT

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average approximately seven minutes per respondent. Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employee Benefits Security Administration, Office of Policy and Research, Attention: PRA Clearance Officer, 200 Constitution Avenue, N.W., Room N-5718, Washington, DC 20210 or email [ebsa.opr@dol.gov](mailto:ebsa.opr@dol.gov) and reference the OMB Control Number 1210-0137.

OMB Control Number 1210-0137 (expires 1/31/2026)