

SKIDMORE COLLEGE

Human Resources

November 2010

To: Faculty and Staff of Skidmore College

From: Kathleen Carter, Assistant Director, Human Resources

Re: 2011 Benefits Open Enrollment
Action Required by November 30, 2010

This message is for all faculty and staff who are covered under the benefit programs at Skidmore, and part-time faculty and staff who may be considering purchasing a health and/or dental plan through the College for 2011.

Open enrollment for Skidmore's 2011 benefits is November 1 through November 30, 2010. This is your opportunity to make changes to your benefits for January 1. All changes you elect must be done through our online benefits system at <https://apps.skidmore.edu> if you are covered under the Flexible Benefits Program. To review your current benefit elections with 2011 costs, and to make changes to your benefit elections, please login to *My Employment Information, My Benefits*. Changes or corrections cannot be accepted after November 30.

Remember that your annual election for a healthcare and/or dependent care spending account will automatically revert to zero at the end of each year. Therefore, you must actively elect an annual contribution during open enrollment for the coming year. If you are paid over 12 months, this account will be automatically set for 26 pay periods. If you want to choose fewer pay periods, you must make that election online. Faculty or staff leaving Skidmore before year end cannot submit claims incurred after their last employment date and will have 90 days from their last work day to request reimbursement.

2011 Plan Changes Summary

- Overall, plan premiums are increasing between 5% to 14.3% across our three healthcare plan options;
- Lifetime dollar limits are removed from healthcare plan benefits;
- Your children up to the age of 26 may be added to your healthcare plan as long as they do not have healthcare benefits available through another employer other than as the dependent of a parent. See below for additional information;
- Effective January 1, 2011, amounts paid for over-the-counter (OTC) drugs will no longer be qualified medical expenses eligible for reimbursement from your Healthcare Flexible Spending Account, unless prescribed by a doctor. The prescription requirement applies only to OTC medicines purchased after December 31, 2010. See below for additional information;
- Healthcare and Dependent Care Spending Account plan administrator is changing from The Preferred Group to Rose & Kiernan Inc. – new Benny Cards will be issued to all participants for 1/1/2011. See below for additional information;
- Health Advocate Program for MVP Health Plan and CDPHP participants will be ending December 31, 2010, due to business changes by our provider.

Enrolling in a New Benefit

Benefit plan detail, cost and plan summaries can be viewed at:

<http://cms.skidmore.edu/hr/benefits/benefitsprograminfo.cfm>. Please feel free to call me at extension 5808 or email kcarter@skidmore.edu or Janet Wood at extension 5803 or jwood1@skidmore.edu with benefit questions. Part-time faculty or staff who elects to enroll in one of our benefit plans must submit an enrollment form directly to Human Resources. All other participants have access to the online enrollment system.

The link for applications/change forms is on the last page of the online enrollment system – you are required to complete applications for a new carrier if you are changing benefit plans or applying to increase your supplemental life insurance by more than one level. For this year only, you can elect a \$50,000 supplemental life insurance plan

without completing the evidence of insurability form. All applications and required form(s) must be submitted by November 30 to have your changes accepted. Under the IRS regulations, there is no grace period in submitting the forms to Human Resources.

Confirmation Statements:

Please be sure to view your personalized 2011 Benefit Elections at *My Employment Information, My Benefits* <https://apps.skidmore.edu>. When your benefits reflect your choices for 2011, print a confirmation page before exiting the program. If you are able to print a confirmation statement, then your changes were accepted. Human Resources will not verify each individual entry, so it is important that you take the time to print out your confirmation statement. **You should always print a confirmation statement even if you have made no changes to your 2011 benefit elections.** Please keep the statement with your other important benefit information.

If you are a part-time faculty or staff member enrolling in a benefit plan, please call Human Resources by November 30 to confirm that we have your application.

Healthcare Coverage for Children up to Age 26

Individuals whose coverage ended, or who were denied coverage (or were not eligible for coverage), because the availability of dependent coverage of children ended before attainment of age 26, are eligible to enroll in the employee's healthcare plan. Employees may request enrollment for such children into their plan for 30 days from the date of notice. Enrollment will be effective January 1, 2011. For more information contact me at 518-580-5808.

Over-the-Counter Drugs and Your Healthcare Spending Accounts

While over-the-counter medicines are no longer considered a qualified medical expense eligible for reimbursement from your Healthcare Flexible Spending Account unless prescribed by a doctor, the following items continue to be considered a qualified expense under your spending account: insulin, contact lens and solutions, eyeglasses, birth control supplies, braces and supports, denture adhesives, first aid supplies, ostomy supplies and wheelchairs and crutches to name a few. Please note that you cannot purchase ineligible OTC drugs in January and February to submit against a balance in your 2010 spending account.

FSA Plan Administrator and Submission of Expenses for Reimbursement

Effective January 1, 2011, we will be changing Plan Administrators to Rose & Kiernan Inc. Many of you may remember that previously R&K administered our spending accounts. New Benny Cards will be issued to all participants for 2011. Please remember, however, if you have a balance in your 2010 spending accounts, you have January and February 2011 to incur expenses against this balance. Any reimbursable expenses requested from your 2010 balance must be submitted through The Preferred Group or your current Benny Card. All other expenses incurred January 1, 2011 or later should be submitted to Rose & Kiernan or paid by using your new Benny Card. If you are not sure what to do, just call Human Resources at extension 5803.

Grandfathered Status in Healthcare Plans

Skidmore College believes all healthcare plans they offer are "grandfathered health plans" under the Patient Protection and Affordable Care Act (the Affordable Care Act). As permitted by the Affordable Care Act, a grandfathered health plan can preserve certain basic health coverage that was already in effect when that law was enacted. Being a grandfathered health plan means that the Plan may not include certain consumer protections of the Affordable Care Act that apply to other plans, for example, the requirement for the provision of preventive health services without any cost sharing. However, grandfathered health plans must comply with certain other consumer protections in the Affordable Care Act, for example, the elimination of lifetime limits on benefits.

Questions regarding which protections apply and which protections do not apply to a grandfathered health plan and what might cause a plan to change from grandfathered health plan status can be directed to me at 518-580-5808. You may also contact the Employee Benefits Security Administration, U.S. Department of Labor at 1-866-444-3272 or www.dol.gov/ebsa/healthreform. This website has a table summarizing which protections do and do not apply to grandfathered health plans.

Please join us at the Employee Benefits Fair, Sports Center, Wednesday, November 3 – 10 a.m. to 1 p.m.