

То:	BOCES 2 Staff
From:	Karen M. Brown, Esq. Junk Assistant Superintendent for Human Resources
Date:	November 2023
Re:	Annual Notices

To ensure that you are up to date and understand the limits and benefits of your insurance coverage and other benefits offered by BOCES, we are enclosing several annual notices. Notices # 1- 4 relate to the BOCES health insurance offerings. These notices explain what limits or coverage the BOCES is required by law to provide with your health insurance. Notice # 5 is regarding certain, excused leave time for employees. Notice #6 relates to the 403(b) plan offered by BOCES.

- 1. Women's Health and Cancer Rights Act
- 2. Privacy Notice
- 3. HIPAA Special Enrollment Rights
- 4. CHIPRA State Premium Assistance Notice
- 5. Cancer Screen/Blood Donation/Milk Expression Leave Notice
- 6. 403(b) Universal Availability Notice

If you have any questions, do not hesitate to contact the Human Resources Department at 352-2400.

Thank you.

Monroe 2-Orleans BOCES REQUIRED NOTICES November 2023

Notice #1 of 6

11/2023

WOMEN'S HEALTH AND CANCER RIGHTS ACT (WHCRA)

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prostheses; and
- Treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan. Therefore, any deductibles and coinsurance for your plan benefit will apply. If you would like more information on WHCRA benefits, call your plan administrator at 585-352-2400.

Notice #2 of 6

11/2023

PRIVACY NOTICE

THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION

Reminder of Availability of HIPAA Privacy Notice

The Plan Sponsor maintains the HIPAA Notice of Privacy Practices for the Plan, which describes how health information about you may be used and disclosed. You may obtain a copy of our HIPAA Notice of Privacy Practices by contacting the Plan Sponsor or Privacy Officer by writing to 3599 Big Ridge Road, Spencerport, New York 14559.

Notice #3 of 6

11/2023

HIPAA SPECIAL ENROLLMENT RIGHTS

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage). However, you must request enrollment within 30 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

To request special enrollment or obtain more information, contact Linda Intini in Human Resources at 585-352-2400.

Notice #4 of 6

11/2023

CHIPRA STATE PREMIUM ASSISTANCE NOTICE

(SEE ATTACHED)

Notice #5 of 6

11/2023

CANCER SCREENING/BLOOD DONATION/PRIVATE MILK EXPRESSION

Cancer Screening:

All public employees are entitled to take up to a maximum of four (4) hours (including commute time) of excused paid leave each school year to obtain a screening for cancer which is not deducted from sick or personal leave. The time is not cumulative and is not compensable if the screening occurs outside the employee's work day. Employees seeking this type of leave should obtain permission, absent emergency circumstances, at least two (2) weeks in advance and provide follow-up verification of their screening to their supervisor.

Blood Donation:

Employees who work 20 or more hours per week and seek to donate blood during their regular work hours are entitled to an excused <u>unpaid</u> leave of absence (or use of personal or vacation time) for up to a maximum of three (3) hours (including commute time) each school year. Time outside the work day is not compensable and the leave is not cumulative. Employees seeking this type of leave should obtain permission at least two (2) weeks in advance and provide follow-up verification of their blood donation appointment to their supervisor.

Private Space-Milk Expression:

Female employees will be provided private space and a reasonable amount of time to express breast milk for the three years following the birth of a child. Employees will be allowed to use break, meal times, or unpaid time for this purpose, and should notify their supervisor if a private space is not available in their assigned work location.

Required Documentation:

Employees are required to submit a completed "Employee Request for Excused Leave" form. This form is available on the BOCES Human Resources webpage at http://www.monroe2boces.org/hr. If you intend to obtain a cancer screening or make a blood donation during normal work hours, submit the completed form to your supervisor at least two (2) weeks prior to your appointment. Once it is signed by your supervisor and director, the form should be presented to the physician or blood donation facility for authorization that the employee received the applicable screening or donated blood. Forms plus a copy of the screening referral slip or appointment receipt must be forwarded to the employee's supervisor. The absence should be reported and the documentation forwarded to the Payroll Department by the end of the pay period in which the leave was taken. You will notice two attendance codes for the purpose of recording these absences. These codes are:

- BA Blood donation
- SA Cancer screening

These codes need to be used to report these absences.

Notice #6 of 6

11/2023

403(b) UNIVERSAL AVAILABILITY NOTICE

(SEE ATTACHED)

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.

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** 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** 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	ALASKA – Medicaid	
Website: http://myalhipp.com/ Phone: 1-855-692-5447	The AK Health Insurance Premium Payment Program Website: <u>http://myakhipp.com/</u> Phone: 1-866-251-4861 Email: <u>CustomerService@MyAKHIPP.com</u> Medicaid Eligibility: <u>https://health.alaska.gov/dpa/Pages/default.aspx</u>	
ARKANSAS – Medicaid	CALIFORNIA – Medicaid	
Website: http://myarhipp.com/ Phone: 1-855-MyARHIPP (855-692-7447)	Health Insurance Premium Payment (HIPP) Program Website: <u>http://dhcs.ca.gov/hipp</u> Phone: 916-445-8322 Fax: 916-440-5676 Email: <u>hipp@dhcs.ca.gov</u>	
COLORADO – Health First Colorado (Colorado's Medicaid Program) & Child Health Plan Plus (CHP+)	FLORIDA – Medicaid	
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	Website: https://www.flmedicaidtplrecovery.com/flmedicaidtplrecover y.com/hipp/index.html Phone: 1-877-357-3268	

GEORGIA – Medicaid	INDIANA – Medicaid
GA HIPP Website: <u>https://medicaid.georgia.gov/health- insurance-premium-payment-program-hipp</u> Phone: 678-564-1162, Press 1 GA CHIPRA Website: <u>https://medicaid.georgia.gov/programs/third-party-</u> <u>liability/childrens-health-insurance-program-reauthorization- act-2009-chipra</u> Phone: 678-564-1162, Press 2	Healthy Indiana Plan for low-income adults 19-64 Website: <u>http://www.in.gov/fssa/hip/</u> Phone: 1-877-438-4479 All other Medicaid Website: <u>https://www.in.gov/medicaid/</u> Phone: 1-800-457-4584
IOWA – Medicaid and CHIP (Hawki)	KANSAS – Medicaid
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	Website: <u>https://www.kancare.ks.gov/</u> Phone: 1-800-792-4884 HIPP Phone: 1-800-967-4660
KENTUCKY – Medicaid	LOUISIANA – Medicaid
Kentucky Integrated Health Insurance Premium Payment Program (KI-HIPP) Website: <u>https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx</u> Phone: 1-855-459-6328 Email: <u>KIHIPP.PROGRAM@ky.gov</u> KCHIP Website: <u>https://kidshealth.ky.gov/Pages/index.aspx</u> Phone: 1-877-524-4718 Kentucky Medicaid Website: <u>https://chfs.ky.gov/agencies/dms</u>	Website: <u>www.medicaid.la.gov</u> or <u>www.ldh.la.gov/lahipp</u> Phone: 1-888-342-6207 (Medicaid hotline) or 1-855-618-5488 (LaHIPP)
MAINE – Medicaid	MASSACHUSETTS – Medicaid and CHIP
Enrollment Website: <u>https://www.mymaineconnection.gov/benefits/s/?language=en</u> <u>US</u> Phone: 1-800-442-6003 TTY: Maine relay 711 Private Health Insurance Premium Webpage: <u>https://www.maine.gov/dhhs/ofi/applications-forms</u> Phone: 1-800-977-6740 TTY: Maine relay 711	Website: <u>https://www.mass.gov/masshealth/pa</u> Phone: 1-800-862-4840 TTY: 711 Email: <u>masspremassistance@accenture.com</u>
MINNESOTA – Medicaid	MISSOURI – 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	Website: http://www.dss.mo.gov/mhd/participants/pages/hipp.htm Phone: 573-751-2005
MONTANA – Medicaid	NEBRASKA – Medicaid
Website: <u>http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP</u> Phone: 1-800-694-3084 Email: <u>HHSHIPPProgram@mt.gov</u>	Website: http://www.ACCESSNebraska.ne.gov Phone: 1-855-632-7633 Lincoln: 402-473-7000 Omaha: 402-595-1178

NEVADA – Medicaid	NEW HAMPSHIRE – Medicaid
Medicaid Website: <u>http://dhcfp.nv.gov</u> Medicaid Phone: 1-800-992-0900	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	NEW YORK – Medicaid
Medicaid Website: <u>http://www.state.nj.us/humanservices/</u> <u>dmahs/clients/medicaid/</u> Medicaid Phone: 609-631-2392 CHIP Website: <u>http://www.njfamilycare.org/index.html</u> CHIP Phone: 1-800-701-0710	Website: https://www.health.ny.gov/health_care/medicaid/ Phone: 1-800-541-2831
NORTH CAROLINA – Medicaid	NORTH DAKOTA – Medicaid
Website: <u>https://medicaid.ncdhhs.gov/</u> Phone: 919-855-4100	Website: https://www.hhs.nd.gov/healthcare Phone: 1-844-854-4825
OKLAHOMA – Medicaid and CHIP	OREGON – Medicaid
Website: <u>http://www.insureoklahoma.org</u> Phone: 1-888-365-3742	Website: <u>http://healthcare.oregon.gov/Pages/index.aspx</u> Phone: 1-800-699-9075
PENNSYLVANIA – Medicaid and CHIP	RHODE ISLAND – Medicaid and CHIP
Website: <u>https://www.dhs.pa.gov/Services/Assistance/Pages/HIPP-</u> <u>Program.aspx</u> Phone: 1-800-692-7462 CHIP Website: <u>Children's Health Insurance Program (CHIP)</u> (pa.gov) CHIP Phone: 1-800-986-KIDS (5437)	Website: http://www.eohhs.ri.gov/ Phone: 1-855-697-4347, or 401-462-0311 (Direct RIte Share Line)
SOUTH CAROLINA – Medicaid	SOUTH DAKOTA - Medicaid
Website: https://www.scdhhs.gov Phone: 1-888-549-0820	Website: <u>http://dss.sd.gov</u> Phone: 1-888-828-0059
TEXAS – Medicaid	UTAH – Medicaid and CHIP
Website: <u>Health Insurance Premium Payment (HIPP)</u> <u>Program Texas Health and Human Services</u> Phone: 1-800-440-0493	Medicaid Website: <u>https://medicaid.utah.gov/</u> CHIP Website: <u>http://health.utah.gov/chip</u> Phone: 1-877-543-7669
VERMONT– Medicaid	VIRGINIA – Medicaid and CHIP
Website: <u>Health Insurance Premium Payment (HIPP) Program</u> <u>Department of Vermont Health Access</u> Phone: 1-800-250-8427	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	WEST VIRGINIA – Medicaid and CHIP
Website: https://www.hca.wa.gov/ Phone: 1-800-562-3022	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	WYOMING – Medicaid	
Website: https://www.dhs.wisconsin.gov/badgercareplus/p-10095.htm Phone: 1-800-362-3002	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 1-866-444-EBSA (3272) U.S. Department of Health and Human Services Centers for Medicare & Medicaid Services www.cms.hhs.gov 1-877-267-2323, Menu Option 4, Ext. 61565

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 <u>ebsa.opr@dol.gov</u> and reference the OMB Control Number 1210-0137.

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

Monroe Orleans BOCES 2

ARE YOU AWARE OF YOUR 403(b) BENEFIT?

THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministries. We recommend that all employees visit our education page which can be found here:

https://www.omni403b.com/Employees/Education WHY SAVE WITH 403(b)?

- 1. You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
- 2. Investment gains in the plan are not taxed until distribution.
- 3. Generally, retirement assets can be carried from one employer to another.

Monthly Contributions	5 Year	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$58,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

Future retirement savings value assuming 6% growth

HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider authorized in the Plan, a list of which is available on the right. You may then complete a Salary Reduction Agreement (SRA) online at:

https://www.omni403b.com/SRA

If you are already contributing to your Employer's Plan and you want to change your contribution amount or investment provider, simply complete and submit a new SRA. You can begin or change your contributions as soon as your next payment cycle following our receipt of a completed SRA.

HOW MUCH CAN I CONTRIBUTE ANNUALLY?

In 2023 you may contribute up to \$22,500 if you are 49 years of age or below and up to \$30,000 if you are 50 years of age and over. You may also be entitled to additional catch-up provisions like the 15 Year Service Catch-up. Please contact OMNI's Customer Care Center at **877.544.6664** for further details

Contribution Limits			Maximum	Combined Limit		
Age 49 & below	Age 50 & above	Service Catch-up (if eligible)	Employer Contributions	Age 49 & below	Age 50 & above	
\$22,500	\$30,000	\$3,000	\$66,000	\$66,000	\$73,500	
LOOKING FOR HELP? Click the link below for an investment professional to reach out to you.						

https://www.omni403b.com/PlanDetail

New accounts may be opened with the following approved service providers.

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