

EGYPTIAN AREA SCHOOLS EMPLOYEE BENEFIT TRUST

Consultants

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INDIVIDUAL PLAN SELECTION PROCEDURES

The Egyptian Trust has four different plans of benefits available to participating school districts. As you are aware, participating districts may allow individual selection of these plans by their employees. **The decision as to whether a member school district will offer individual selection among all four plans or two or three plans is a local decision. Employees may select any of the plans of benefits only if their district agrees to allow individual selection.**

A spreadsheet is included with this paper that compares the major benefits and premiums associated with each plan. Employees in districts that allow individual selection will be responsible to study the plans and make the decision of which plan of benefits they want to select. Employees will continue in their current plan if no notice of change is received.

Procedures and rules have been established to govern movement between the plans by individuals. These procedures and rules are:

1. Each member district, regional office of education, or special education coop makes the decision whether to allow their employees to make individual selections between two, three or all four plans. The individual selection is allowed by the Trust, but participating school districts are not required to make it available to their employees.
2. Member districts that want to allow individual selection must make the selection by employees available only during the open enrollment period each year. **Member districts must notify Meritain Health no later than August 1 each year of the plan options being offered to their employees.**
3. Member districts that want to discontinue offering individual selection to their employees may make the change only during the open enrollment period. **Notification must be given to Meritain Health by August 1.**
4. Member districts that want to change all employees to a different plan of benefits may make the change only during the open enrollment period. **Notification must be given to Meritain Health by August 1.**
5. If individual selection is allowed by the local district, employees will be able to make that selection during the district's open enrollment period. The change will become effective on either September 1 or October 1 (depending on the date chosen by the individual district). A change to a different plan of benefits cannot be made until the open enrollment period the following year.

6. Employees and their dependents must be on the same plan of benefits.
7. Employees may move from a higher plan of benefits to a lower plan of benefits (Platinum to Gold or Silver, or Gold to Silver) at any open enrollment period, with the change being effective September 1 or October 1 (depending on the employers annual open enrollment period), of that year. As an example, someone desiring to move from Platinum to Gold would give notice to their employer prior to or during the open enrollment period for their school district (August 1 – September 30).
8. Employees may only move from a lower plan of benefits to a higher plan of benefits (Silver to Gold or Platinum, or Gold to Platinum) after giving an advance written notice of one year. This notice must be given during the open enrollment period. As an example, someone desiring to move from Gold to Platinum would have to give notice during the open enrollment period (August 1 – September 30) in 2011 to make the change effective for September 1 or October 1, 2012. This notice is not revocable. However, the employee may change back to a lower plan of benefits following at least one year in the higher benefit plan.
9. During the open enrollment period in August 1 - September 30 of 2011, employees may select coverage in any of the four plans (or two or three plans) if their employer allows individual selection.
10. Any change in benefit plans by the employee must be provided to the employer in writing, and the employer must keep the written notice on file.

Exceptions: There are two exceptions to the rule that changes between Plans may not be made outside the annual open enrollment period.

- (1) An Employer may elect to offer the Bronze Plan as the only Plan for its Employees effective as of January 1 of any year. If an Employer which previously offered one or more other Plans makes the decision to offer the Bronze Plan as its only Plan effective as of any January 1, Employees of that Employer will be permitted to enroll in or drop coverage for themselves and their eligible dependents as of the initial January 1 effective date. Thereafter, decisions to enroll in or drop coverage can only be made during the normal annual open enrollment period unless there is a qualifying change in status.
- (2) An Employer may elect to offer only the Gold Plan or only the Silver Plan as the only Plan option for its Employees effective as of January 1 of any year, provided that the sole Plan offered is not richer than the richest Plan previously offered by the Employer. If an Employer which previously offered one or more other Plans makes the decision to offer only the Gold Plan or only the Silver Plan effective as of any January 1, all enrolled Employees of that Employer and their enrolled eligible dependents will be automatically transferred to such Plan as of the January 1 effective date. Employees will not be permitted to enroll in or drop coverage for themselves or their eligible dependents until the next annual open enrollment period unless there is a qualifying change in status.