

**From:** Karen Giles  
**Sent:** Monday, July 08, 2013 8:40 AM  
**Subject:** AFFORDABLE CARE ACT (ACA) ACTION REQUIRED !!!



This email is being sent to all of the Superintendents, Board of Managers Members and Bookkeepers we have on file for the Egyptian Trust. If you received this email in error please forward to the appropriate party and contact Krista Gotto ([krista.gotto@meritain.com](mailto:krista.gotto@meritain.com)) at the Metro East Service Office of Meritain Health to update the contact information.

Dear Participating Employer Group:

On June 20<sup>th</sup>, we sent a mass email to all participating employer groups requesting the total number of your **ELIGIBLE** employees. To date, we have received responses from all but 66 employer groups. We **MUST** have the number of **ELIGIBLE** employees from you as soon as possible. There are two reasons we need this number in order to assist YOU, the employer.

- YOU, the employer, are required by the regulations of the Affordable Care Act (ACA) to provide notice to your **ELIGIBLE** employees of the availability of the Summary of Benefits and Coverage (SBC) and provide copies of the SBC upon request of your employee. Meritain is creating post cards on behalf of the Egyptian Trust that you **MUST** send to each of your **ELIGIBLE** employees. In order to send you the appropriate amount, we need this number from you. **PLEASE NOTE: TO MEET THE REQUIREMENT OF THE ACA, YOU, THE EMPLOYER WILL BE REQUIRED TO MAIL THE POST CARDS TO ALL ELIGIBLE EMPLOYEES NO LATER THAN AUGUST 1<sup>ST</sup>, 2013.**
- It is in your best interests, that you, the employer, provide an Enrollment Guide to each employee who is **ELIGIBLE** for coverage. While Meritain has the number of employees covered by the health plan, we have no way of knowing the true number of employees you have who are **ELIGIBLE** for coverage. We would recommend that you receive an enrollment form or enrollment change form from each of your covered employees this year. Meritain does not need the information for those employees who waive all coverage. This signed waiver should be retained by you, the employer, in the employee's personnel file.

If you have already responded, we ask that you double check your numbers and be sure you reported the total number of **ELIGIBLE** employees. If you have not yet responded, we ask that you do so quickly and **no later than Wednesday, July 10<sup>th</sup>.**

**Please email [Krista.Gotto@meritain.com](mailto:Krista.Gotto@meritain.com) the total number of employees**

**that are ELIGIBLE to enroll in one of the health plans, vision, life insurance or dental plans. Please respond to this question no later than Wednesday, July 10th so we may get these documents sent to the printer timely and in turn, back to you.**

While you may have some employees you know won't enroll in the health plan, those employees should still receive the ENROLLMENT GUIDE so they are able to elect the coverage they are **ELIGIBLE** to enroll in and you have satisfied your fiduciary responsibility to make your employees aware of their benefit choices.

Karen L. Giles  
V.P. Client Relations  
Meritain Health

1109 Hartman Lane, Suite 202  
Shiloh, IL 62221

Please make note of my new direct dial phone number:

Direct: 618-509-6081

Toll Free: 866-588-2431 ext. 96185096081

Fax: 888-525-2799

[karen.giles@meritain.com](mailto:karen.giles@meritain.com)

Our Values: Integrity, Excellence, Inspiration, Caring

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