

# employee benefits handbook



**2007 STATE OF IOWA EMPLOYEE BENEFITS HANDBOOK**

SOURCE: IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES

RISK AND BENEFITS MANAGEMENT TEAM

OCTOBER 2006

# where to find benefits information

You can access information about your State of Iowa benefits at our Web site:  
[www.das.hre.iowa.gov/benefits.html](http://www.das.hre.iowa.gov/benefits.html)

Examples of the information available include:

- Links to Health and Dental Plans
- Health Plan Comparisons
- Health and Dependent Care Flexible Spending Account information
- Deferred Compensation Information
- Life and Long Term Disability insurance information
- Link to Employee Assistance Program (EAP) Website

## medical plan information

### **Program 3 Plus and Deductible 3 Plus**

(Wellmark BCBS)  
1-800-622-0043  
[www.wellmark.com](http://www.wellmark.com)

### **Iowa Select and IUP Select (PPO)**

(Wellmark BCBS)  
1-800-622-0043  
[www.wellmark.com](http://www.wellmark.com)

### **Blue Access**

(Wellmark BCBS)  
1-800-553-7801  
[www.wellmark.com](http://www.wellmark.com)

### **Blue Advantage**

(Wellmark BCBS)  
1-800-553-7801  
[www.wellmark.com](http://www.wellmark.com)

### **UnitedHealthcare Heritage Select**

1-866-873-3903  
[www.uhcrivervalley.com](http://www.uhcrivervalley.com)

### **UnitedHealthcare Choice**

1-866-873-3903  
[www.unitedhealthcare.com](http://www.unitedhealthcare.com)

## other benefit plan information

### **DENTAL**

**Delta Dental Plan of Iowa**  
1-800-544-0718  
[www.deltadentalia.com](http://www.deltadentalia.com)

### **FLEXIBLE SPENDING ACCOUNTS**

**Application Software, Inc. (ASI)**  
1-800-659-3035  
[www.asiflex.com](http://www.asiflex.com)

### **LIFE AND LONG TERM DISABILITY**

**The Prudential Insurance  
Company of America**  
Life Insurance  
1-800-524-0542  
Long Term Disability Insurance  
1-800-842-1718  
[www.prudentialfinancial.com](http://www.prudentialfinancial.com)

### **EMPLOYEE ASSISTANCE PROGRAM**

**Employee and Family  
Resources (EFR)**  
1-800-327-4692  
[www.efr.org/eap](http://www.efr.org/eap)

### **DEFERRED COMPENSATION**

**Retirement Investors' Club**  
515-281-8677  
[www.das.hre.iowa.gov/ric](http://www.das.hre.iowa.gov/ric)

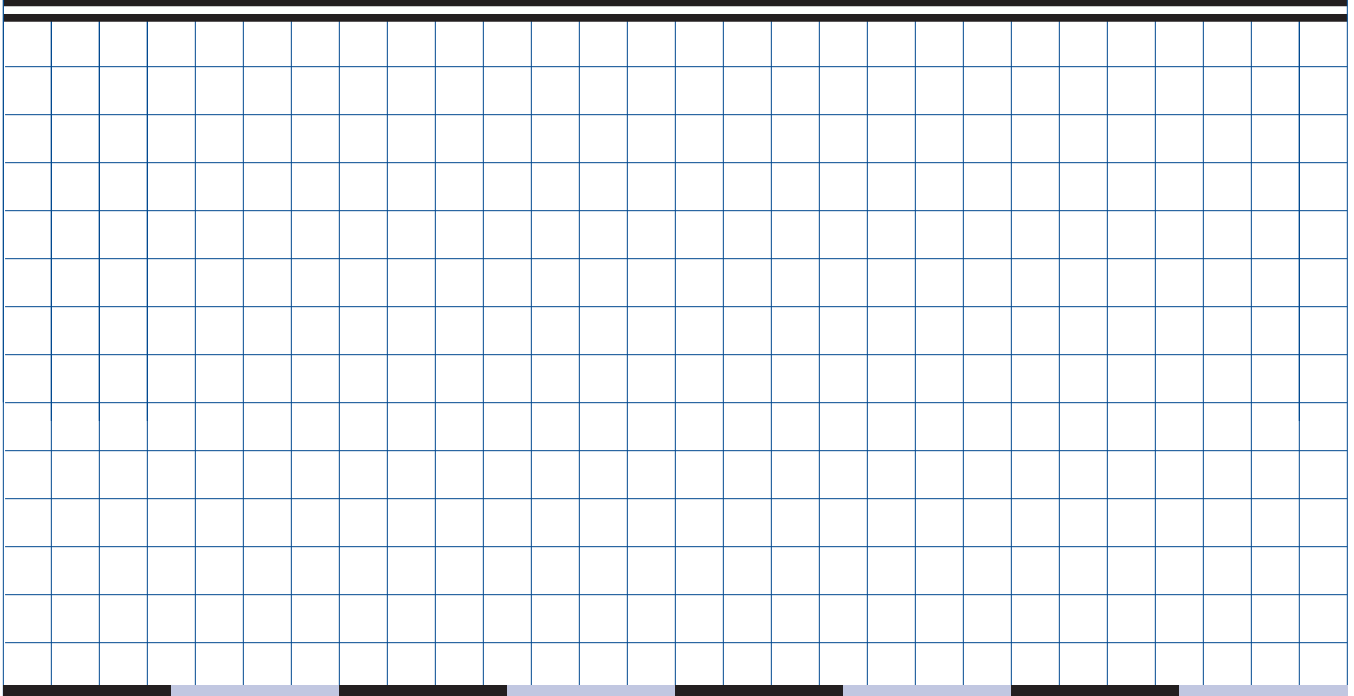
### **WORKERS' COMPENSATION**

**Sedgwick CMS**  
1-866-342-3920  
[www.sedgwickcms.com](http://www.sedgwickcms.com)

### **Iowa Benefits Support Line**

Focus Benefit Member Services  
1-866-415-7872

# employee benefits handbook



# what's new for 2007

Health references exclude the State Police Officers' Council

This handbook contains information about your State of Iowa employee benefits.

**Please keep this handbook to refer to throughout the year.**

## ANNUAL ENROLLMENT AND CHANGE PERIOD

The annual enrollment and change period for health plans, Flexible Spending Accounts, and Premium Conversion Plan (Pretax), will be held October 13, 2006 through November 13, 2006.

**Changes will be effective January 1, 2007.**

**You must sign and return the appropriate enrollment forms to your Personnel Assistant no later than November 13, 2006.**

**(Please see your Personnel Assistant for additional enrollment materials.)**

## DEPENDENT ELIGIBILITY VERIFICATION

Beginning on January 1, 2007, the State of Iowa will begin a dependent eligibility verification process. This is being done in order to confirm that all persons who are covered by a State of Iowa group health plan are eligible for coverage. We are taking these steps in an effort to hold down costs for our employees and the taxpayers of the State.

If you are selected for eligibility verification, you will be contacted by mail at your home address. Please be sure that you reply to any requests for information in a timely manner.

Please use this enrollment and change period as an opportunity to review your benefits enrollment and ensure that all persons who are covered by your plan are eligible to be covered. In general, the State of Iowa defines eligible dependents as a spouse or unmarried child/children to age 19. Your unmarried children who are over the age of 19 are also eligible for coverage if they are a full time student.

It is important that you are aware of the upcoming audit, because the state will make every effort to recover money that has been spent for services provided to a person who is not eligible to be covered.

## HEALTH PLAN CHANGES

### Managed Care Plans No Longer Offered

Effective January 1, 2007, the two Coventry health plans and the John Deere Open Access health plan will no longer be offered to the State of Iowa group.

Members enrolled in Coventry Open Access, Coventry Primary Care, and John Deere Open Access must make a new plan selection during this year's Enrollment and Change Period.

If you are enrolled in one of these plans please review your options and complete a new application for the plan of your choice before November 13, 2006. Your new plan choice will go into effect January 1, 2007. As long as you have had at least 11 months of coverage without a break in coverage of more than 63 days, you will not be subject to any preexisting condition waiting period for any of the health plan options.

### Managed Care Plan Name Changes

UnitedHealthcare purchased John Deere last year and merged the two companies. The plan offered as UnitedHealthcare of the Midlands will now be know as **UnitedHealthcare Choice**. We will continue to offer the John Deere Primary Care Select plan and it will now be know as **UnitedHealthcare Heritage Select**. If you are currently enrolled in either UnitedHealthcare or the old John Deere Primary Care Select plan and wish to remain in your current plan, no action is required.

### New Managed Care Plan Offered

Wellmark Blue Cross Blue Shield has a new managed care offering effective January 1, 2007. **Blue Access** is a new open access managed care plan that will be offered in addition to Wellmark's **Blue Advantage** plan.

With the addition of Blue Access you will have two open access plan options and two closed plan options in addition to the Traditional

Indemnity and Preferred Provider plans offered by Wellmark.

### **Managed Care Plan Service Area Counties**

UnitedHealthcare has greatly expanded their service area counties. Now only four Iowa counties are without a managed care plan option. Those four counties are: Cherokee, Ida, Sioux, and Winneshiek. See pages 15, 20, and 21 for service area county information.

Please review the enclosed information about your plan options and the service areas covered by the managed care plans. See your Personnel Assistant for additional assistance.

### **HEALTH PLAN OPTION CHANGE**

Effective January 1, 2007, when you have certain events, you will be allowed to change your health plan choice. You must request the change in plan within 30 days of the event. Please see page 8 for more information.

### **ONLINE ENROLLMENT**

If you are enrolling in a Wellmark health plan, you can sign up online through IowaBenefits, a new online, web-based enrollment system. This system allows you to enroll for health benefits and make qualifying benefit changes throughout the plan year and during the annual enrollment and change period.

You can select single or family coverage, add and remove eligible family members from your plan and inform the insurance carrier of address and phone number changes. You will be able to make these changes to your coverage via the internet and you will no longer have to complete a paper form for most changes. You will also have the ability to print an individualized summary of your health benefit elections.

This new system will allow for more efficient and accurate information in both the State's payroll system and the insurance carriers' membership system. You should notice faster response time for benefit changes, including quicker turn-around time for receiving insurance ID cards.

If you are currently enrolled in a Wellmark health plan, you will receive a letter from your Personnel Assistant that contains important information about the ULR address, your login ID and your initial password for accessing your benefits information online.

You can visit IowaBenefits on the internet at <http://das.hre.iowa.gov/iowabenefits.htm>.

### **DEFERRED COMPENSATION**

The employer match increases to a maximum of \$50 per month for UE/IUP employees.

### **HEALTH FLEXIBLE SPENDING ACCOUNTS (FSA)**

You can incur reimbursable health expenses through March 15, 2008 and be reimbursed with funds you contribute in 2007. This applies only to the health FSA, not the dependent care FSA.

### **LTD PLAN CHANGES**

If you have a disability that begins on or after January 1, 2007, the LTD plan will cover 60 percent of your pre-disability earnings, up to \$60,000 of annual salary. This is an increase from the former plan benefit, which covered 60 percent of up to \$40,000 of annual salary. In addition, there will no longer be a reduction in benefits for persons who have less than two years of employment with the State of Iowa. See the LTD section of this handbook for more information.

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# benefits general information

## Introduction to This Handbook

The Risk and Benefits Management Team of the Iowa Department of Administrative Services developed this handbook to provide you with information about your benefit options for 2007, explain the enrollment and change process, and serve as a valuable resource for information about your benefits. It's a good idea to take some time to read this handbook before completing your enrollment forms. If you're married, you may want to share the information in this handbook with your spouse.

This handbook is not a complete description of the State of Iowa's benefit plans. Nothing in this handbook supersedes or changes any of the terms and conditions of any plan documents, insurance policies, contracts, or other legal agreements. If the wording in this handbook contradicts any plan documents, administrative rules, collective bargaining agreements, insurance policies, contracts, or other legal agreements, the wording in the official documents and agreements will govern.

If you have any questions, please call your Personnel Assistant or the appropriate vendor. You can also check our web site for more information at:

<http://www.das.hre.iowa.gov/benefits.html>

## Quick Reference

Although it's a good idea to review this entire handbook, there are a few sections that apply to different types of enrollment.

### IF YOU ARE:

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# benefits general information

## Structuring Your Benefits

The State of Iowa recognizes that employees have different needs. That's why the State offers a benefit program that allows you to choose among a number of benefit options. You can select from these options to design the benefit plan that's right for you.

You are encouraged to carefully consider your personal situation as you evaluate your benefit choices. State of Iowa benefits include:

- Deferred Compensation
- Dental Insurance
- Employee Assistance Program
- Flexible Spending Accounts
- Group Life Insurance
- Health Insurance
- Long Term Disability Insurance
- Premium Conversion Program
- Tax Sheltered Annuities (Department of Education and Board of Regents only)
- Workers' Compensation

This handbook provides summary information about each of these programs.

## Paying for Your Insurance Benefits

### PREMIUM CONVERSION PLAN (PRETAX)

The Premium Conversion Plan (Pretax) allows you to pay your share of health, dental, and supplemental life insurance while saving money on income and FICA taxes. This means that your premiums are deducted from your salary before taxes are calculated. For example: If your monthly premium for medical, dental, and life insurance is \$150 a month and your tax rate is 28%, you would be saving \$42 a month, or \$504 a year, in taxes. You are automatically enrolled in the plan. If you do not want to participate, you must complete a Pretax Premium Conversion Form and submit it to your Personnel Assistant. Changes can only be made within 30 days of hire, during the enrollment and change period, or at the time of a qualifying change in family or employment status.

**Note that participation in this program lowers your wages for Social Security purposes and excludes you from the ability to claim your insurance premiums as medical expenses on your annual income tax forms.**

**UE/IUP employees who elect more than \$30,000 in supplemental life insurance may be subject to imputed income taxes.**

**See page 28 for more information.**

## **Eligibility for Benefits**

You are eligible to participate in the plans described in this handbook if:

- You are a permanent (nontemporary) employee, and
- You work at least 20 hours a week on a regular basis (30 hours a week for life and long term disability benefits).

**If you have questions about your eligibility for benefits, please see your Personnel Assistant.**

**If you are on leave without pay for any reason, you should check with your Personnel Assistant to see what benefits you are eligible to continue and to ensure that appropriate payments are being made.**

# benefits general information

## How to Enroll (AT THE TIME OF INITIAL EMPLOYMENT)

After you have made your decisions, you should complete the forms listed in the table below for the appropriate benefit plans. You may enroll in deferred compensation or tax sheltered annuities (if eligible) at any time.

We suggest that once you have completed all your forms, you make a photocopy of all forms for your records.

Return the forms to your Personnel Assistant within the first 30 days of employment. That's it! Insurance coverage will become effective the first day of the calendar month following the date you complete one month of continuous employment. Flexible Spending Account (FSA) enrollment will become effective no later than 30 days after the properly completed form is submitted to your Personnel Assistant.

### WHICH FORMS DO I NEED TO COMPLETE TO ENROLL AT THE TIME OF INITIAL EMPLOYMENT?

BENEFIT PLAN	FORMS NEEDED	
BASIC LIFE INSURANCE	Group Life Insurance Enrollment Card	Complete the form within the first 31 days of your employment.
SUPPLEMENTAL LIFE INSURANCE	Group Life Insurance Enrollment Card (for extra \$5,000 if within 31 days of employment).  Beyond 31 days or above \$5,000 - State of Iowa Supplemental Life Application and Evidence of Insurability. (The Evidence of Insurability must be submitted directly to the carrier.)	You can sign up for the first \$5,000 on the State of Iowa Group Life Insurance Enrollment Card as long as the form is completed within the first 31 days of your employment. After that point in time, or for any additional amount, you must complete the Evidence of Insurability and Application for Supplemental Life forms. The effective date of the additional amount will depend on approval and the timing of the approval.
DENTAL PLAN	Dental Enrollment Form	Complete the form within the first 30 days of your employment. This may be your only chance to enroll unless a special open dental enrollment is offered.
LONG TERM DISABILITY PLAN	N/A	You are automatically enrolled once you are enrolled in basic life.
MEDICAL PLAN	Medical Enrollment Form	Complete the form within the first 30 days of your employment.
PREMIUM CONVERSION PLAN (PRETAX)	Pretax Premium Conversion Program Form	You are automatically enrolled unless you request not to be within 30 days of your employment. Changes can only be made during the enrollment and change period or within 30 days of a change in family or employment status.
DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (FSA)	State of Iowa Enrollment Agreement	You must complete the form within 30 days of your employment. Changes can only be made during the enrollment and change period or within 30 days of a change in family or employment status.
HEALTH CARE FLEXIBLE SPENDING ACCOUNT (FSA)	State of Iowa Enrollment Agreement	You must complete the form within 30 days of your employment. Changes can only be made during the enrollment and change period or within 30 days of a change in family or employment status.

## **How to Make Changes (TO HEALTH INSURANCE DURING THE ENROLLMENT AND CHANGE PERIOD)**

*(Health references exclude the State Police Officers Council)*

### **ABOUT THE ANNUAL HEALTH PLAN ENROLLMENT AND CHANGE PERIOD**

Each year during the enrollment and change period you choose the medical plan you wish to have for the next year. This year, the annual health plan enrollment and change period is October 13, 2006 through November 13, 2006. Changes will be effective January 1, 2007 with deductions beginning with the December 22nd paycheck. During this period, you may change your health plan as described below.

- Select any health plan offered for which you are eligible.
- If you are a new employee and this is the first enrollment and change period since your date of hire and you were not previously enrolled, you may now elect health coverage.
- If you are a new employee and this is the first annual enrollment and change period since your date of hire, you may change from single to family health coverage, or add dependents to existing family health coverage.

**If you wish to stay with your current plan, no action is required.**

# benefits general information

## Forms Needed for Enrollment and Change Period

### Enrollment Deadline is November 13, 2006.

After you have made your decisions, you should complete the forms listed in the table below for the appropriate benefit plans. If, after you have reviewed all information, you wish to stay with your current health plan and it's still offered, no form is required.

We suggest that once you have completed all your forms, you make a photocopy of all forms for your records.

Return the forms to your Personnel Assistant by the November 13th deadline.

**That's it! Changes will become effective January 1, 2007.**

### WHICH FORMS DO I NEED TO COMPLETE?

BENEFIT PLAN	FORMS NEEDED	FILE A FORM IF..
DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (FSA)	State of Iowa Enrollment Agreement	You wish to make your annual designation to participate in the plan.
HEALTH FLEXIBLE SPENDING ACCOUNT (FSA)	State of Iowa Enrollment Agreement	You wish to make your annual designation to participate in the plan.
MEDICAL PLAN	Medical Enrollment Form for the Plan of Your Choice	You wish to change carriers, or, if you are a new employee and you are enrolling for the first time, or this is the first enrollment and change period since your employment and you wish to obtain coverage or add family members.
PRETAX PREMIUM CONVERSION PLAN	Pretax Premium Conversion Program Form	You wish to change your status. You were automatically enrolled unless you requested not to be within 30 days of your employment. Changes can only be made during the enrollment and change period or within 30 days of a change in family or employment status.

## How to Make Health Insurance Changes at Other Times

### NEW AND LATE ENROLLMENT

New employees can enroll in single or family coverage within thirty (30) calendar days following their date of employment or during the first enrollment and change period following their date of employment.

Employees, their spouses, and dependents who do not enroll during these periods or at the time of a qualified event are considered late enrollees, and are subject to an 18-month pre-existing condition(s) waiting period. The preexisting condition waiting period may be reduced by any period of other creditable health care coverage without a 63-day break in coverage.

### SINGLE COVERAGE TO FAMILY COVERAGE

Under certain circumstances, employees enrolled in the group health plan or a Managed Care Organization (MCO) can change from single to family coverage or add dependents during the year without the 18-month pre-existing condition waiting period. This can be done provided that a timely application is made and that only dependents directly affected by the “event” are added to coverage. A change may be made if a new application is submitted within thirty (30) calendar days of any of the following “events:”

- Marriage;
- Death of spouse or dependent;
- Adoption of a child, addition of a stepchild, or foster child, to the family;
- Employee or spouse reaches age 65;
- Spouse or dependent, who, through no election of their own, has lost coverage;
- Employee, spouse or dependent become eligible for Medicare;
- Divorce, annulment, legal separation, or dissolution of marriage;

- Dependent no longer eligible (age 19 or over and no longer a full-time student, or dependent marries);
- Birth of a biological child – At the time of the birth of a biological child, Wellmark BCBS will add the newborn to the existing family health contract when information becomes available from any valid source that this birth occurred (e.g., hospital or professional claim submission, or an enrollment form). The effective date of the enrollment will be the date of birth. **Note: MCOs require an enrollment form to be completed by the subscriber within thirty (30) days following the birth.**

If a single contract is in effect at the time of the birth of a biological child, the enrollee must submit an application form to change to a family contract within thirty (30) days following the date of this birth. The effective date of the family contract will be the first day of the month in which the biological child was born. The employee’s share of the family premium begins with the effective date.

If a single contract holder does not submit the application for family coverage within thirty (30) days following the birth of the biological child, the child will be considered a late enrollee and benefit payments will not be retroactive to the date of birth.

# benefits general information

## **CHANGES YOU MAY MAKE ANY TIME DURING A HEALTH PLAN YEAR**

- Change from a family plan to a single plan
- Move from an Indemnity plan to a PPO plan.  
The effective date for the above changes is the first day of the month following the signature date on the application.
- If you are already enrolled in a health plan you may enroll in a different health plan if you are adding eligible family members within 30 days of any of the following events: loss of other health coverage, marriage, divorce, legal separation, death of spouse or dependent, birth, adoption, or placement for adoption. The change in plan may be made only at the time of the event and the effective date of the plan change would be based on the current rules for each particular event. This means, for example, if you are enrolled in Iowa Select and you get married, you could move to one of the managed care plans or to the traditional plan; or if you are enrolled with one of the managed care plans you could move to Iowa Select or the traditional plan.

It is your responsibility to notify your Personnel Assistant of any change in your family status that would affect your health and dental contract status, i.e., divorce, death, dependent no longer eligible. Please notify your Personnel Assistant within 30 days of these types of changes so the proper forms can be completed and if necessary, payroll deductions can be changed.

# medical insurance

## Summary of Medical Insurance Options

Depending on your location, you may have several medical options from which to choose. You must make a decision on which plan to choose and which of your family members to cover. The Indemnity and Preferred Provider Organization (PPO) plans are available to all employees. In addition, many areas have a Managed Care Organization (MCO) option.

Check the table on **pages 20 and 21** to see if there are any MCOs in your area.

Health plan choices and costs differ by bargaining unit. Please review the Summary of Health Plan Options on page 10 to find the health options that are available to you.

For full-time employees with single coverage, the State pays the full cost of the monthly premium. However, the State share contribution toward family premiums varies by bargaining status.

## THINGS TO CONSIDER WHEN CHOOSING A MEDICAL INSURANCE PLAN

- Make sure you choose a plan that serves your area.
- Check the Medical Plan Comparisons on pages 17-19 for a summary comparison of benefits.
- Review the monthly premium amounts on pages 22 and 23.
- If you are interested in additional information about any of the carriers, please see your Personnel Assistant or call the numbers on the inside front cover.
- Make sure all the dependents you list are eligible. Eligible dependents include your spouse and your unmarried children to age 19 or unlimited age if unmarried and a full-time student.
- If you, or a member of your family, have special medical needs, call the carriers to ask about coverage for those particular needs.
- If you want to stay with your current doctor, he or she must participate in the plan you choose.
- You can set aside pretax dollars to pay for expenses not covered by your health insurance by enrolling in the Health Flexible Spending Account. See page 34 for further details.

*As long as you remain enrolled in a State group, you can elect to change health plans every year without any pre-existing condition restrictions.*

The plans offered to State of Iowa employees have some basic differences. It's important for you to understand those differences so that you can select the best available plan for you and your family. The following pages provide an overview of each type of plan.

# medical insurance

## MEDICAL INSURANCE TERMS TO KNOW

**Coinsurance** The percentage of the covered expenses you must pay.

**Copayment (Copay)** The amount that you must pay at the time a service is rendered. For example, some plans have a \$10 copayment for each doctor's office visit.

**Deductible** The amount you pay each year toward your initial covered expenses before the Plan begins to pay benefits. Some plans do not have a deductible, or it applies to inpatient services only.

**Maximum Allowable Fee** The amount that equals the lesser of the covered charge for a service or supply or an amount that the insurance company establishes annually under its schedule for the same service or supply.

**Out-of-Pocket Limit** The most you would ever have to pay for covered medical expenses in a year. (These amounts are generally different for single and family contracts.) Once you reach the out-of-pocket limit, you will not pay for any covered expenses for the rest of the year. In some plans, pharmacy expenses and other copayments are not applied to the out-of-pocket limit.

**Pre-Existing Condition** Any condition for which you or an eligible dependent has received medical advice, consultation, or treatment within the 6 months prior to the date you first become eligible for medical benefits under this plan. (This may be offset by proof of other creditable coverage.)

## SUMMARY OF HEALTH PLAN OPTIONS

	BARGAINING UNIT		
	AFSCME AFSCME JUDICIAL PPME JUDICIAL NON-CONTRACT	UE/IUP	NON-CONTRACT (NON-JUDICIAL)
INDEMNITY PLAN	Program 3 Plus	Deductible 3 Plus	Deductible 3 Plus
PPO Plan	Iowa Select	IUP Select	Iowa Select
MCO	Any	Any	Any

## How Program 3 Plus (Indemnity) Works

### AVAILABLE TO AFSCME, AFSCME JUDICIAL, AND PPME

Wellmark BCBS Program 3 Plus, an indemnity plan, works this way:

- For office visits, you pay a \$15 office visit copayment once per date of service for the exam only. No coinsurance or deductible follows this copayment. This copayment will not be applied to the out-of-pocket limit.
  - The Plan pays 80% of covered charges. You pay the rest (20%).
  - For inpatient services, you pay for covered expenses until those expenses reach the deductible (\$300 for single contracts or \$400 for family contracts).
  - All copayments, coinsurance, and deductibles **except \$15 office visit copayment** are applied to the medical out-of-pocket limit.
  - There is a separate \$250/\$500 out-of-pocket limit for prescription drugs. This separate out-of-pocket limit does NOT apply to the medical out-of-pocket limit.
  - There are no annual or lifetime maximum benefit limits. However, certain services do have limits; for example, only one physical per year is covered.
  - The pre-existing condition waiting period for new employees is 11 months. (This may be offset by proof of prior creditable coverage).
- You may go to any licensed physician or hospital. Although the majority of health care providers do accept this type of insurance, some health care providers do not participate with Wellmark BCBS. If you go to a nonparticipating provider, you could be responsible for paying additional monies out of your pocket, as that provider has not agreed to Wellmark's payment. Anything above what Wellmark allows is your responsibility.
  - Your prescription drug benefits are provided through a three-tier program. This means that you pay a copayment at the time you receive your prescription until you reach your separate prescription drug out-of-pocket limit. The amount of your copayment is determined by the drug that you receive. Copayment amounts are:
    - \$5.00 for preferred generic drugs
    - \$15.00 for preferred brand name drugs, and
    - \$30.00 for nonpreferred brand name **and nonpreferred generic** drugs.

If a generic equivalent is appropriate and available and you choose a brand name drug, you are responsible for the copayment plus any difference between the maximum allowable fees for the generic and brand name drug, even if the provider has specified that the brand name drug must be taken. You will be required to pay this difference even after you have reached your separate prescription out-of-pocket limit.

# medical insurance

## How Deductible 3 Plus (Indemnity) Works

### AVAILABLE TO UE/IUP AND NON-CONTRACT (NON-JUDICIAL) COVERED EMPLOYEES

This indemnity plan, Wellmark BCBS Deductible 3 Plus, works this way:

- You pay an annual deductible of \$300 for single contracts or \$400 for family contracts each plan year. This deductible applies to ALL services before insurance coverage begins.
- The Plan pays 80% of covered charges after the deductible is met for most services. You pay the rest (20%). The following services are paid at 100% after the deductible: outpatient surgery, accidents, valid emergency, and dental accident care.
- Any portion of the deductible satisfied in the last three months of the year will be credited for the following year as well.
- All copayments, coinsurance, and deductibles are applied to the out-of-pocket limit.
- Once the deductibles, coinsurance, and copayments you have paid reach the out-of-pocket limit (\$600 for single or \$800 for family), any remaining covered medical expenses are paid by the Plan at 100%.
- There are no annual or lifetime maximum benefit limits. However, certain services do have limits; for example, only one physical per year is covered.
- The pre-existing condition waiting period for new employees is 11 months. (This may be offset by proof of prior creditable coverage).
- You may go to any licensed physician or hospital. Although the majority of health care providers do accept this type of insurance, some health care providers do not participate with Wellmark BCBS.

If you elect to utilize a nonparticipating provider, you could be responsible for paying additional monies out of your pocket, as that provider has not agreed to Wellmark's payment. Anything above what Wellmark allows is your responsibility.

- Your prescription drug benefits are covered on a "cash and carry basis." This means that you pay the full cost of the prescription and are reimbursed for 80% of Wellmark's allowed amount. If you use a participating pharmacy, the pharmacist will file the claim for you, which will result in lower out-of-pocket costs, and a quicker turnaround for reimbursement. If you do not go to a participating pharmacy, you will have to submit a paper claim to Wellmark and will be reimbursed at 80% of what Wellmark would have paid to a participating pharmacy.

## How Iowa Select (PPO) Works

### AVAILABLE TO AFSCME, AFSCME JUDICIAL, PPME AND NON-CONTRACT COVERED EMPLOYEES

Iowa Select, the Wellmark BCBS Preferred Provider Organization (PPO), works similarly to Program 3 Plus, with one major difference. Iowa Select contracts with health care service providers (hospitals, doctors, etc.) for reduced fees for each type of service. These savings are passed on to you with lower coinsurance rates (10%) if you use the network providers. You may use out-of-network providers (providers who are not part of the PPO), but then you will pay a higher coinsurance rate (20%) and are subject to the deductible.

Other Iowa Select provisions include:

- For office visits, you pay a \$15 office visit copayment once per date of service for the exam only. No coinsurance or deductible follows this copayment. This copayment will not be applied to the out-of-pocket limit.
- A \$250 annual deductible for single coverage, which applies to both inpatient and outpatient services. The family deductible is \$500.
- The deductible is waived for any services provided in the office or clinic setting of an Iowa Select physician.
- Out-of-pocket family limit of \$600 (\$800 for family) applies to services in- and out-of-network and includes deductibles, coinsurance, and copayments, **except the \$15 office visit copayment** and prescription copays or coinsurance. There is a separate out-of-pocket limit (\$250/\$500) for prescription drugs. This prescription out-of-pocket limit does not apply toward the medical out-of-pocket limit.
- No annual or lifetime maximum benefit limits. However, certain services do have limits; for example, only one physical per year is covered.

- The pre-existing condition waiting period for new employees is 11 months. (This may be offset by proof of prior creditable coverage.)
- If you use network providers, you do not need to submit claim forms. The provider will do that for you.
- If you do not use network providers, you are responsible for the deductible, 20% coinsurance, plus any amount above Wellmark's allowable amount.
- Your prescription drug benefits are provided through a three-tier program. This means that you pay a copayment at the time you receive your prescription until you reach your separate prescription drug out-of-pocket limit. The amount of your copayment is determined by the drug that you receive.

Copayment amounts are:

- \$5.00 for preferred generic drugs
- \$15.00 for preferred brand name drugs, and
- \$30.00 for nonpreferred brand name **and nonpreferred generic** drugs.

If a generic equivalent is appropriate and available and the member chooses a brand name drug, the member is responsible for the copayment plus any difference between the maximum allowable fees for the generic and brand name drug, even if the provider has specified that the brand name drug must be taken. You will be required to pay this difference even after you have reached your separate prescription out-of-pocket limit.

# medical insurance

## How the IUP Select (PPO) Works

### ONLY AVAILABLE TO UE/IUP EMPLOYEES

IUP Select, a Wellmark BCBS Preferred Provider Organization (PPO), works similarly to Deductible 3 Plus, with one major difference. IUP Select contracts with health care service providers (hospitals, doctors, etc.) for reduced fees for each type of service. These savings are passed on to you with lower coinsurance rates (10%) if you use the network providers. You may use out-of-network providers (providers who are not part of the PPO), but then you will pay a higher coinsurance rate (20%) and are subject to the deductible.

Other IUP Select provisions include:

- A \$250 annual deductible for single coverage, which applies to both inpatient and outpatient services. The family deductible is \$500.
  - The deductible is waived for any services provided in the office of an Iowa Select physician. Any portion of the deductible satisfied in the last three months of the year will be credited to the following year as well.
  - Out-of-pocket family limit of \$600 (\$800 for family) applies to services in- and out-of-network and includes deductibles, coinsurance, and copayments (prescription copays or coinsurance do not apply). There is a separate out-of-pocket limit (\$250/\$500) for prescription drugs. This prescription out-of-pocket limit does not apply toward the medical out-of-pocket limit.
- No annual or lifetime maximum benefit limits. However, certain services do have limits; for example, only one physical per year is covered.
  - The pre-existing condition waiting period for new employees is 11 months. (This may be offset by proof of prior creditable coverage.)
  - If you use network providers, you do not need to submit claim forms. The provider will do that for you.
  - If you do not use network providers, you are responsible for the deductible, 20% coinsurance, plus any amount above Wellmark's allowable amount.

## How MCOs Work

Depending upon your location, you may have a Managed Care Organization (MCO) option. You may also have a choice in the type of MCO you can select. State of Iowa benefits currently include two types of MCO - Primary Care and Open Access. It is important that you understand the differences between types of MCOs to ensure that you choose the plan that best fits your needs.

### PRIMARY CARE MCOS

Primary Care MCOs provide services that are managed by a primary care physician (PCP). You must select a PCP for each covered individual. Wellmark Blue Cross Blue Shield Blue Advantage and UnitedHealthcare Heritage Select require that your PCP refer you to participating specialists.

### OPEN ACCESS MCOS

Open Access MCOs allow you to obtain care from any provider who participates in the MCOs network. No PCP referral is required. Wellmark Blue Cross Blue Shield Blue Access and UnitedHealthcare Choice are both open access MCOs, and allow you to go to any provider in their network at any time.

### OTHER MCO PROVISIONS INCLUDE:

- No required deductibles. However, there are coinsurance and copayments that vary by service provided.
- Prescription copayments do not apply to the out-of-pocket maximum.
- There are no annual or lifetime maximum benefit limits. However, certain services do have limits; for example, only one physical per year may be covered.
- Emphasis on preventive services, with 100% coverage for an annual physical, well baby care, screening mammograms, and disease management programs.
- No need to fill out any claim forms.

- No pre-existing condition waiting period for new employees.
- If you receive care from an out-of-network provider, unless it is an emergency, you are responsible for full payment.
- Not all of the MCOs are available in all areas. Please note listings below.

**NEW COUNTIES SERVED: Buena Vista, Clay, Dickinson, Emmet, Lyon, O'Brien, Osceola, Ringgold and Taylor.**

**COUNTIES NOT SERVED BY A MANAGED CARE PLAN: Cherokee, Ida, Sioux, and Winneshiek.**

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# medical insurance

## Medical Care Management Features

All of the medical plans have built in features that are meant to coordinate and manage your medical care. Some MCOs, for example, have a PCP who is assigned the task of managing your total medical care. All the plans have some features that help manage your medical care so that you receive the care you need in a cost-effective manner. Some of these features include:

### PREAPPROVAL OF HOSPITAL ADMISSIONS

Some plans require preapproval of your hospital admission before you go to the hospital. Of course, in an emergency, get help first and then call the plan to let them know about your hospitalization.

### SECOND SURGICAL OPINIONS

In most cases, getting a second surgical opinion is voluntary. In some cases it is required. The charges for a second surgical opinion are paid according to the normal plan benefits.

### LARGE CASE MANAGEMENT

In cases that require a multitude of services for a longer period of time, alternative care may be recommended.

## DISEASE MANAGEMENT

If you have a chronic health condition, you may want to participate in programs offered by our health plans that are designed to help you take a more active role in managing your condition. These programs offer early detection, patient education, suggested lifestyle changes, and other support and resources for living as healthy as possible with a chronic disease.

## MENTAL HEALTH AND CHEMICAL DEPENDENCY (MHCD) TREATMENT

In all plans, MHCD treatment is covered. Copayments, coinsurance, inpatient days and outpatient visits have calendar year maximums.

Program 3 Plus, Deductible 3 Plus, Iowa Select, and IUP Select require the use of the mental health network for inpatient and outpatient services.

## AFSCME, AFSCME Judicial, Judicial Non-Contract, and PPME Medical Plan Comparison – What You Pay

The three types of medical plans vary in access to providers, first expenses (deductibles), out-of-pocket limits, and the portion you have to pay. For a comparison of the plans see the chart below.

SERVICE/PLAN	PROGRAM 3 PLUS	IOWA SELECT PPO	MCO
Access to Providers	Full Access	Lower level of benefits if not in the network	Varies; see below <sup>1</sup>
Coinsurance Percentage	20%	10%/20% <sup>2</sup>	Varies by service
Deductibles Single Family	Inpatient Only \$300 \$400	Waived only for in-network office/clinic setting \$250 \$500	None
Dependent child age limit <sup>3</sup>	19/unlimited	19/unlimited	19/unlimited
Emergency Room Care	100%, no deductible	\$50.00 copayment; waived if admitted. Copayment and co-insurance apply. Copayment applies after out-of-pocket limit is met.	\$50.00 copayment; waived if admitted.
Hospital Services	20%, after deductible, if authorized	10%/20%, after deductible, if authorized	100% paid, if authorized
Lifetime Maximum	None	None	None
Mail Order Prescription Drugs	Covered as below for maintenance drugs for up to a 90 day supply for two copayments instead of three.	Covered as below for maintenance drugs for up to a 90 day supply for two copayments instead of three.	Up to a 90-day supply for: \$10 copay (generic) \$30 copay (preferred brand name) \$60 copay (non-preferred brand name and non-preferred generic)
Out-of-Pocket Limits Single Family	\$600 \$800 All copayments, deductible, and coinsurances, <b>except \$15 office visit copayment</b> , apply. Separate \$250/\$500 out-of-pocket limit for prescription drugs, does not apply to medical out-of-pocket limit.	\$600 \$800 All deductible, coinsurances, and copayments, <b>except \$15 office visit copayment</b> , apply. ER care copayment continues to apply after out-of-pocket limit is met. Separate \$250/\$500 out-of-pocket limit for prescription drugs; does not apply to medical out-of-pocket limit.	\$750 \$1,500 All copayments, except prescription drug copayments, apply
Physicians Office Visit	\$15 copayment once per date of service for exam only. No coinsurance, no deductible. 20% coinsurance, no deductible for other office services. Copayment does not apply to out-of-pocket limit.	\$15 copayment once per date of service for exam only. No coinsurance, no deductible. 10%/20%, coinsurance after deductible for other office services; deductible waived for in-network office/clinic setting. Copayment does not apply to out-of-pocket limit.	\$10 copay
Prescription Drugs	\$5 copay (preferred generic) <sup>4</sup> \$15 copay (preferred brand name) \$30 (non-preferred brand name and non-preferred brand name and non-preferred generic)	\$5 copay (preferred generic) <sup>4</sup> \$15 copay (preferred brand name) \$30 (non-preferred brand name and non-preferred generic)	\$5 copay (preferred generic) \$15 copay (preferred brand name) Greater of \$30 or 25% (non-preferred brand name and non-preferred generic)
Routine Physicals (limit to one per year)	20%	10%/20%	\$10 copay
Outpatient Mental Health	20%. Use of mental health network required.	10%/20% deductible waived in Select provider's office setting. Use of mental health network required.	\$10 copayment per visit. Maximum of 52 visits per Member per calendar year.

1. UnitedHealthcare Choice and Blue Access provide access to any network provider. Blue Advantage and UnitedHealthcare Heritage Select require a primary care physician referral. 2. Network/non-network providers. 3. Age to which unmarried dependents are covered whether full-time students or not/age to which dependents are covered if unmarried and fulltime students. 4. If a generic equivalent is appropriate and available and the member chooses a brand name drug, the member is responsible for the copayment plus any difference between the maximum allowable fees for the generic and brand name drug, even if the provider has specified that the brand name must be taken.

# medical insurance

## UE/IUP Medical Plan Comparison – What You Pay

The three types of medical plans vary in access to providers, first expenses (deductibles), out-of-pocket limits, and the portion you have to pay. For a comparison of the plans see the chart below.

SERVICE/PLAN	DEDUCTIBLE 3 PLUS	IUP SELECT PPO	MCO
Access to Providers	Full Access	Lower level of benefits if not in the network	Varies; see below <sup>1</sup>
Coinsurance Percentage	20%	10%/20% <sup>2</sup>	Varies by service
Deductibles Single Family	Applies to ALL services \$300 \$400	Waived only for in-network office/clinic setting \$250 \$500	None
Dependent child age limit <sup>3</sup>	19/unlimited	19/unlimited	19/unlimited
Emergency Room Care	0%, after deductible	\$50.00 copayment; waived if admitted. Deductible, copayment and co-insurance apply. Copayment applies after out-of-pocket limit is met.	\$50.00 copayment; waived if admitted.
Hospital Services	20%, after deductible, if authorized	10%/20%, after deductible, if authorized	100% paid, if authorized
Lifetime Maximum	None	None	None
Mail Order Prescription Drugs	Not Available	Not Available	Up to a 90-day supply for: \$10 copay (generic) \$30 copay (preferred brand name) \$60 copay (non-preferred brand name and non-preferred generic)
Out-of-Pocket Limits Single Family	\$600 \$800 All copayments, deductible, and coinsurances apply to out-of-pocket limit	\$600 \$800 All deductible, coinsurances, and copayments apply. ER care copayment continues to apply after out-of-pocket limit is met. Separate \$250/ \$500 out-of-pocket limit for prescription drugs; does not apply to medical out-of-pocket limit.	\$750 \$1,500 All copayments, except prescription drug copayments, apply
Physician Office Visits	20%, no deductible	10%/20%, after deductible; deductible waived for in-network office/clinic setting	\$10 copay
Prescription Drugs	20%, after deductible	20%, no deductible \$250/\$500 out-of-pocket limit	\$5 copay (preferred generic) \$15 copay (preferred brand name) Greater of \$30 or 25% (non-preferred brand name and non-preferred generic)
Routine Physicals (limit to one per year)	20%, after deductible	10%/20%	\$10 copay
Outpatient Mental Health	20%, after deductible. Use of mental health network required.	10%/20%, deductible waived in Select provider's office setting. Use of mental health network required.	\$10 copayment per visit. Maximum of 52 visits per Member per calendar year.

1. UnitedHealthcare Choice and Blue Access provide access to any network provider. Blue Advantage and UnitedHealthcare Heritage Select require a primary care physician referral. 2. Network/non-network providers. 3. Age to which unmarried dependents are covered whether full-time students or not/age to which dependents are covered if unmarried and fulltime students.

## Non-Contract (non-Judicial) Medical Plan Comparison – What You Pay

The three types of medical plans vary in access to providers, first expenses (deductibles), out-of-pocket limits, and the portion you have to pay. For a comparison of the plans see the chart below.

SERVICE/PLAN	DEDUCTIBLE 3 PLUS	IOWA SELECT PPO	MCO
Access to Providers	Full Access	Lower level of benefits if not in the network	Varies; see below <sup>1</sup>
Coinsurance Percentage	20%	10%/20% <sup>2</sup>	Varies by service
Deductibles Single Family	Applies to ALL services \$300 \$400	Waived only for in-network office/clinic setting \$250 \$500	None
Dependent child age limit <sup>3</sup>	19/unlimited	19/unlimited	19/unlimited
Emergency Room Care	0%, after deductible	\$50.00 copayment; waived if admitted. Copayment and co-insurance apply. Copayment applies after out-of-pocket limit is met.	\$50.00 copayment; waived if admitted.
Hospital Services	20%, after deductible, if authorized	10%/20%, after deductible, if authorized	100% paid, if authorized
Lifetime Maximum	None	None	None
Mail Order Prescription Drugs	Not Available	Covered as below for maintenance drugs for up to a 90 day supply for two copayments instead of three.	Up to a 90-day supply for: \$10 copay (generic) \$30 copay (preferred brand name) \$60 copay (non-preferred brand name and non-preferred generic)
Out-of-Pocket Limits Single Family	\$600 \$800 All copayments, deductible, and coinsurances apply to out-of-pocket limit	\$600 \$800 All deductible, coinsurances, and copayments, <b>except \$15 office visit copayment</b> , apply. ER care copayment continues to apply after out-of-pocket limit is met. Separate \$250/\$500 out-of-pocket limit for prescription drugs; does not apply to medical out-of-pocket limit.	\$750 \$1,500 All copayments, except prescription drug copayments, apply
Physician Office Visits	20%, no deductible	\$15 copayment once per date of service for exam only. No coinsurance, no deductible. 10%/20%, after deductible for other office services; deductible waived for in-network office/clinic setting. Copayment does not apply to out-of-pocket limit.	\$10 copay
Prescription Drugs	20%, after deductible	\$5 copay (preferred generic) <sup>4</sup> \$15 copay (preferred brand name) \$30 (non-preferred brand name and non-preferred generic)	\$5 copay (preferred generic) \$15 copay (preferred brand name) Greater of \$30 or 25% (non-preferred brand name and non-preferred generic)
Routine Physicals (limit to one per year)	20%, after deductible	10%/20%	\$10 copay
Outpatient Mental Health	20%, after deductible. Use of mental health network required.	10%/20%, deductible waived in Select provider's office setting. Use of mental health network required.	\$10 copayment per visit. Maximum of 52 visits per Member per calendar year.

1. UnitedHealthcare Choice and Blue Access provide access to any network provider. Blue Advantage and UnitedHealthcare Heritage Select require a primary care physician referral. 2. Network/non-network providers. 3. Age to which unmarried dependents are covered whether full-time students or not/age to which dependents are covered if unmarried and fulltime students. 4. If a generic equivalent is appropriate and available and the member chooses a brand name drug, the member is responsible for the copayment plus any difference between the maximum allowable fees for the generic and brand name drug, even if the provider has specified that the brand name must be taken.

# medical insurance

## 2007 Managed Care Service Area

Each health insurance carrier has determined that the following counties have adequate participating providers to offer services as noted. Please check the provider directories for any plans that interest you to ensure that there are participating doctors, specialists, labs, hospitals, clinics, etc. in your area. **VERY IMPORTANT: Services will not be paid by the carrier if you do not go to participating providers for all your health care needs.**

County	Blue Access	Blue Adv.	UnitedHealthcare Choice	UnitedHealthcare Heritage Select
Adair	X	X	X	X
Adams	X	X	X	X
Allamakee			X	
Appanoose	X	X	X	X
Audubon	X	X	X	X
Benton	X	X	X	X
Black Hawk	X	X	X	X
Boone	X	X	X	X
Bremer	X	X	X	X
Buchanan	X	X	X	X
Buena Vista	X	X	X	
Butler	X	X	X	X
Calhoun	X	X	X	X
Carroll	X	X	X	X
Cass			X	X
Cedar	X	X	X	X
Cerro Gordo			X	X
Cherokee				
Chickasaw			X	X
Clarke	X	X	X	X
Clay			X	
Clayton	X	X	X	X
Clinton	X	X	X	X
Crawford			X	X
Dallas	X	X	X	X
Davis	X	X	X	X
Decatur	X	X		X
Delaware	X	X	X	X
Des Moines			X	X
Dickinson			X	
Dubuque			X	X
Emmet			X	
Fayette			X	X
Floyd			X	X
Franklin			X	X
Fremont	X	X	X	X
Greene	X	X	X	X
Grundy	X	X	X	X
Guthrie	X	X	X	X
Hamilton	X	X	X	X
Hancock			X	X
Hardin	X	X	X	X
Harrison			X	X
Henry				X
Howard				X
Humboldt	X	X		
Ida				
Iowa	X	X	X	X
Jackson	X	X	X	X

## 2007 Managed Care Service Area

Each health insurance carrier has determined that the following counties have adequate participating providers to offer services as noted. Please check the provider directories for any plans that interest you to ensure that there are participating doctors, specialists, labs, hospitals, clinics, etc. in your area. **VERY IMPORTANT: Services will not be paid by the carrier if you do not go to participating providers for all your health care needs.**

County	Blue Access	Blue Adv.	UnitedHealthcare Choice	UnitedHealthcare Heritage Select
Jasper	X	X	X	X
Jefferson	X	X		X
Johnson	X	X	X	X
Jones	X	X	X	X
Keokuk	X	X	X	X
Kossuth			X	X
Lee				X
Linn	X	X	X	X
Louisa	X	X	X	
Lucas	X	X	X	X
Lyon			X	
Madison	X	X	X	X
Mahaska	X	X	X	X
Marion	X	X	X	X
Marshall	X	X	X	X
Mills	X	X	X	X
Mitchell			X	X
Monona			X	X
Monroe	X	X	X	X
Montgomery	X	X	X	X
Muscatine	X	X	X	X
O'Brien			X	
Osceola			X	
Page	X	X	X	X
Palo Alto			X	X
Plymouth			X	
Pocahontas	X	X		
Polk	X	X	X	X
Pottawattamie	X	X	X	X
Poweshiek	X	X	X	X
Ringgold			X	X
Sac	X	X	X	X
Scott	X	X	X	X
Shelby	X	X	X	X
Sioux				
Story	X	X	X	X
Tama	X	X	X	X
Taylor	X	X	X	X
Union			X	X
Van Buren	X	X	X	X
Wapello	X	X	X	X
Warren	X	X	X	X
Washington	X	X	X	X
Wayne	X	X	X	
Webster	X	X		
Winnebago			X	X
Winneshiek				
Woodbury			X	
Worth			X	X
Wright	X	X		X

# medical insurance

## Monthly Health Insurance Premiums

These rates are for active full-time employees only. If you are part-time, disabled, retired, or covered by COBRA, call your Personnel Assistant for your rates.

2007 MONTHLY HEALTH INSURANCE PREMIUMS SINGLE COVERAGE			
PLAN	Total Premium	State Pays	You Pay
Program 3 Plus (Wellmark BCBS)	\$580.71	\$580.71	\$0.00
Iowa Select PPO (Wellmark BCBS)	\$548.72	\$548.72	\$0.00
Deductible 3 Plus (Wellmark BCBS) <i>UE/IUP and Non-Contract (non-Judicial) employees only</i>	\$579.94	\$579.94	\$0.00
IUP Select PPO (Wellmark BCBS) <i>UE/IUP employees only</i>	\$578.88	\$578.88	\$0.00
Blue Access (Wellmark BCBS)	\$377.32	\$377.32	\$0.00
Blue Advantage (Wellmark BCBS)	\$368.14	\$368.14	\$0.00
UnitedHealthcare Choice	\$477.70	\$477.70	\$0.00
UnitedHealthcare Heritage Select	\$437.80	\$437.80	\$0.00

2007 MONTHLY HEALTH INSURANCE PREMIUMS FAMILY COVERAGE AFSCME AFSCME JUDICIAL JUDICIAL NON-CONTRACT PPME			
PLAN	Total Premium	State Pays	You Pay
Program 3 Plus (Wellmark BCBS)	\$1,358.85	\$1,091.43	\$267.42
Iowa Select PPO (Wellmark BCBS)	\$1,284.02	\$1,091.42	\$192.60
Blue Access (Wellmark BCBS)	\$905.46	\$905.46	\$0.00
Blue Advantage (Wellmark BCBS)	\$883.46	\$883.46	\$0.00
UnitedHealthcare Choice	\$1,146.45	\$1,091.43	\$55.02
UnitedHealthcare Heritage Select	\$1,050.71	\$1,050.71	\$0.00

<b>2007 MONTHLY HEALTH INSURANCE PREMIUMS FAMILY COVERAGE UE/IUP</b>			
<b>PLAN</b>	<b>Total Premium</b>	<b>State Pays</b>	<b>You Pay</b>
Deductible 3 Plus (Wellmark BCBS)	\$1,357.06	\$977.08	\$379.98
IUP Select PPO (Wellmark BCBS)	\$1,354.54	\$977.08	\$377.46
Blue Access (Wellmark BCBS)	\$905.46	\$905.46	\$0.00
Blue Advantage (Wellmark BCBS)	\$883.46	\$883.46	\$0.00
UnitedHealthcare Choice	\$1,146.45	\$977.09	\$169.36
UnitedHealthcare Heritage Select	\$1,050.71	\$977.09	\$73.62

<b>2007 MONTHLY HEALTH INSURANCE PREMIUMS FAMILY COVERAGE NON-CONTRACT (NON-JUDICIAL)</b>			
<b>PLAN</b>	<b>Total Premium</b>	<b>State Pays</b>	<b>You Pay</b>
Deductible 3 Plus (Wellmark BCBS)	\$1,357.06	\$977.08	\$379.98
Iowa Select PPO (Wellmark BCBS)	\$1,284.02	\$1,091.42	\$192.60
Blue Access (Wellmark BCBS)	\$905.46	\$905.46	\$0.00
Blue Advantage (Wellmark BCBS)	\$883.46	\$883.46	\$0.00
UnitedHealthcare Choice	\$1,146.45	\$1,091.43	\$55.02
UnitedHealthcare Heritage Select	\$1,050.71	\$1,050.71	\$0.00

# dental insurance

## Dental Insurance

*(Dental references exclude the State Police Officers Council.)*

**For more information, call Delta Dental Plan of Iowa at 1-800-544-0718**

### DENTAL PROVISIONS

The dental plan pays up to \$1,500 of covered expenses per person per year, as follows:

- 100% for routine check-ups and cleanings twice in a benefit period;
- 80% for routine restorative services, such as fillings;
- 50% for non-surgical and surgical periodontal treatments, root canals, and crowns (must have prior approval);
- 50% for bridges and dentures (prosthetics); and
- 50% for dependent orthodontia (unmarried dependent children under 19 only); no deductible; up to \$1,500 per eligible dependent in a lifetime.

### MONTHLY PREMIUM FOR AFSCME, AFSCME JUDICIAL, PPME, AND NON-CONTRACT DENTAL INSURANCE

The State pays the cost of single coverage, which is \$24.69 a month. For family coverage, you pay \$33.08 per month. These rates are for active, full-time employees only. If you are part-time, disabled, retired, or covered by COBRA, call your Personnel Assistant for your rates.

### MONTHLY PREMIUM FOR UE/IUP DENTAL INSURANCE

The State pays the cost of single coverage, which is \$24.69 a month. For family coverage, you pay the additional \$41.48 per month. These rates are for active, full-time employees only. If you are part-time, disabled, retired, or covered by COBRA, call your Personnel Assistant for your rates.

## THINGS TO CONSIDER

- You can only enroll during the first 30 days of your employment.
- Dependents can only be added during your initial enrollment or as a result of a qualifying event such as marriage, birth, or adoption.
- Only those dependents directly affected by the event may be added. See the list of events below.
- Make sure the dependents you cover are eligible. Eligible dependents include your spouse and unmarried, dependent children under age 19 or full-time students.
- You can set aside pretax dollars to pay for expenses not covered by your dental insurance by enrolling in the Health Flexible Spending Account. See page 30 for further details.
- You can change from family to single coverage at any time.
- If you are a part-time benefits eligible employee and you change to full-time, you may enroll in the dental plan within 30 days of your change in work hours.

## QUALIFYING EVENTS FOR MAKING CHANGES TO DENTAL INSURANCE

You must have one of the following qualifying events in order to change your dental plan enrollment. If you are not currently enrolled in the dental plan, these events will not allow you to join the plan.

- Marriage;
- Death of a spouse or dependent;
- Adoption of a child, or addition of a step or foster child;
- Employee or spouse reaches age 65;
- Employee, spouse, or dependent becomes eligible for Medicare;
- Divorce, annulment, legal separation, or dissolution of a marriage;
- Dependent no longer eligible (age 19 or over and no longer a full-time student, or dependent marries);
- Dependent resumes full-time student status;
- Spouse loses coverage through another employer due to involuntary loss of employment (lay-off, discharge, business closing). (Proof of loss shall be the “Involuntary Loss of Coverage Statement” signed and dated by the previous employer.)
- Birth of a biological child: If moving from single to family, the effective date of the family contract will be the first day of the month in which the child is born. Family premiums will begin with this effective date. If a single contract holder does not submit the application for family coverage within 30 days of the birth, there is no further opportunity to add the newborn.

**A dental enrollment/change form is always required when adding a newborn.**

# dental insurance

## Delta Dental Plan of Iowa

### Summary of Covered Services and Benefits

PRODUCT: DELTA PREMIER	DEDUCTIBLE	COINSURANCE	BENEFIT PERIOD MAX	ORTHO LIFETIME MAX
BENEFIT CATEGORIES:	None	—	\$1,500	—
Check Ups and Teeth Cleaning (two visits per benefit period) (Diagnostic and Preventive Services) 1. Dental Cleaning 2. Oral Evaluations 3. Fluoride Applications 4. X-rays	—	0%	Yes	—
Cavity Repair and Tooth Extractions (Routine and Restorative Services) 1. Contour of Bone 2. Emergency Treatment 3. General Anesthesia/Sedation 4. Restoration of Decayed or Fractured Teeth 5. Limited Occlusal Adjustment 6. Routine Oral Surgery 7. Sealant Applications - \$120/lifetime 8. Space Maintainers	—	20%	Yes	—
Root Canals (Endodontic Services) 1. Apicoectomy 2. Direct Pulp Cap 3. Pulpotomy 4. Retrograde Fillings 5. Root Canal Therapy	—	50%	Yes	—
Gum and Bone Diseases (Periodontal Services) 1. Conservative Procedures (Non-Surgical) 2. Complex Periodontal Procedures (Surgical) 3. Maintenance Therapy	—	50%	Yes	—
High Cost Restorations (Cast Restorations) 1. Cast Restorations a. Crowns b. Inlays c. Onlays d. Posts and Cores	—	50%	Yes	—
Bridges and Dentures (Prosthetics) 1. Bridges 2. Dentures	—	50%	Yes	—
Straighter Teeth (Orthodontics) <i>Only for unmarried dependent children under age 19.</i>	—	50%	Waived	\$1,500

This is a general description of coverage. It is not a statement of your contract. Actual coverage is subject to terms and conditions specified in the benefit certificate itself and enrollment regulations in force when the benefit certificate becomes effective. Certain exclusions and limitations apply.

*A dependent is an unmarried child under 19 years of age or a full-time student.  
Coinsurance is shown as the percentage that is the responsibility of the member.*

# life insurance

## Life Insurance Overview

The State offers two forms of group term life insurance - Basic and Supplemental; The Prudential Insurance Company of America underwrites both plans. The State of Iowa's Basic and Supplemental group life insurance is term life, meaning there is no cash value associated with the policy. Basic and Supplemental life insurance coverage amounts begin to decrease starting at age 65. Additional information about Basic and Supplemental life insurance is provided in the following sections and in the Life Insurance booklet certificate which is located at [http://das.hre.iowa.gov/pdfs/Benefits/life\\_booklet.pdf](http://das.hre.iowa.gov/pdfs/Benefits/life_booklet.pdf).

### LIFE INSURANCE PREMIUMS

The State pays the entire premium for your Basic life insurance coverage. You can purchase Supplemental (additional) life insurance through payroll deduction. See your Personnel Assistant for premium information.

### LIFE INSURANCE BENEFICIARY

Please be sure your beneficiary information is current. To change your beneficiary designation, see your Personnel Assistant for the current beneficiary change form.

## Basic Life Insurance

If you work 30 or more hours a week and are under the age of 65, you are eligible for Basic group term life coverage in the amount of \$10,000 (\$20,000 for UE/IUP and State Police Officers Council employees). The State pays the entire premium for basic coverage. You are enrolled for basic coverage when DAS-HRE receives your properly completed basic life enrollment card within 31 days from your date of hire.

## Late Enrollment

If you do not complete and submit your life insurance card within 31 days of employment, you will not have life insurance through the State's group

plan. In addition, because you are not enrolled for Long Term Disability (LTD) insurance until you complete and submit your life card, you will not be covered by the State's group LTD plan.

You can apply for life insurance coverage after 31 days of employment, but you will have to provide Evidence of Insurability to, and be approved for coverage by, Prudential before your coverage can begin. After 31 days of employment **any** coverage, including basic life and LTD, must be approved by Prudential.

## Supplemental Life Insurance

You can obtain additional life insurance coverage by participating in the Supplemental Life Insurance plan. This plan allows you to purchase additional life insurance in \$5,000 increments to a maximum of \$40,000 (\$30,000 for State Police Officers' Council employees).

You can obtain the first \$5,000 of Supplemental Life insurance without providing "evidence of insurability" if you enroll within the first 31 days of employment. If you do not apply for the first \$5,000 of Supplemental Life insurance within 31 days of employment, you will have to provide "evidence of insurability" to Prudential.

### LIVING BENEFIT OPTION

If you are diagnosed with a terminal illness and have a life expectancy of 6 months or less, you may be able to have up to 75% of your life insurance benefits paid to you while you are still living. Proceeds can be paid in a lump sum or in monthly installments.

### ACCIDENTAL DEATH AND DISMEMBERMENT

An amount equivalent to your Basic and Supplemental life coverage is provided for accidental death and a percentage of your basic and supplemental life coverage is provided for accidental dismemberment. Certain exclusions apply; consult your booklet certificate.

# life insurance

## SEAT BELT BENEFIT

If an accidental death occurs while an employee is wearing a seat belt in the prescribed manner, the plan pays an additional benefit of 10% of the employee's coverage amount, up to \$6,000.

## AIR BAG BENEFIT

If an accidental death occurs while an employee is riding in an automobile seat equipped with an air bag system and wearing a seat belt, the plan pays an additional benefit of 10% of the employee's coverage amount, up to \$6,000.

## How to Make Changes

### INCREASING COVERAGE

You can add coverage at any time. However, all amounts greater than the original \$5,000 (if obtained within 31 days of employment) require that "evidence of insurability" be sent to Prudential. Contact your Personnel Assistant for an application for supplemental life insurance.

### DECREASING COVERAGE

You can decrease your life insurance coverage at any time. Notify your Personnel Assistant in writing of your desire to decrease your life coverage.

If you decrease your coverage and later decide to increase your coverage, you will have to provide evidence of insurability to Prudential. Prudential will have to approve any additional coverage before it can become effective.

### BENEFICIARY CHANGES

You can change your life insurance beneficiary at any time. Your Personnel Assistant can provide you with the form you need to make a change. Changes to beneficiary information are not effective until received by your Personnel Assistant.

## THINGS TO CONSIDER

### (ABOUT HOW MUCH INSURANCE TO PURCHASE)

- If you're trying to determine how much insurance to purchase, remember that this benefit is meant to help those who would suffer financially if you weren't there to help pay the bills.

Here are a few factors to consider:

- Mortgage, debts, food, clothes, and utility bills (the portion of these that are paid from your salary).
- Housekeeping bills (if you contribute to the running of the household by performing household tasks or running errands).
- Extra childcare expenses (to give your spouse some time off).
- Savings for children's education.
- The cost of a funeral.

## HOW TO ENROLL IN SUPPLEMENTAL LIFE INSURANCE

Once you decide on the amount of supplemental life insurance that you need, see your Personnel Assistant for forms.

## IMPUTED INCOME FOR UE/IUP EMPLOYEES ONLY

If your total group life insurance coverage (basic and supplemental) is over \$50,000 and you pay for supplemental life insurance on a pretax basis, you may have imputed income reported to the IRS. The value (determined by a cost table from the IRS) of the life insurance over \$50,000 may be reported as imputed income and may be subject to taxes. The monthly value increases with age from \$.05 per \$1,000 of insurance for those under age 25 to \$2.06 per \$1,000 for those ages 70 and over.

**For more information about your coverage, please see your State of Iowa Group Life Insurance booklet, ask your Personnel Assistant, visit the DAS HRE Benefits website, or call Prudential at 1-800-542-0542.**

# long term disability insurance

## **Long Term Disability (LTD) Insurance Overview**

*(Employees working 30 or more hours per week)*

The State provides LTD coverage to all properly enrolled full-time employees. If you have a disability that begins on or after January 1, 2007, the LTD plan will cover 60 percent of your pre-disability earnings, up to \$60,000 of your annual salary. Disabilities that began prior to January 1, 2007 are covered at a lower level. See page 31 for more information.

The plan provides monthly benefits if you have a disability that prevents you from performing those tasks required by your regular occupation. The Prudential Insurance Company of America underwrites the State's LTD plan. Additional information about the LTD plan is provided in the following sections: Detailed plan information is provided in the LTD booklet certificate, which is located at [http://das.hre.iowa.gov/pdfs/Benefits/LTD\\_Prudential\\_handbook.pdf](http://das.hre.iowa.gov/pdfs/Benefits/LTD_Prudential_handbook.pdf).

### **LTD INSURANCE PREMIUMS**

The State pays the entire premium for your Long Term Disability coverage. There is no option to purchase additional coverage. If you need to insure the remainder of your salary, you should investigate buying additional LTD coverage through your insurance agent or insurance company.

Please note that LTD benefits payable through other group plans will reduce your State of Iowa group LTD benefit payment.

### **ENROLLING FOR COVERAGE**

You are automatically enrolled in the Long Term Disability (LTD) Plan when we receive your Basic Life Card.

### **LATE ENROLLMENTS**

If you do not complete and submit your life insurance card to your Personnel Assistant within 31 days of employment, you will not be covered by the LTD plan.

You can apply for LTD coverage after 31 days of employment, but you will have to provide Evidence of Insurability to, and be approved by, Prudential before you can be covered.

### **GENERAL ASSEMBLY EMPLOYEES**

If you are a part-time employee of the General Assembly you must pay for LTD insurance coverage. See your Personnel Assistant for more information.

### **LONG TERM DISABILITY BENEFITS**

If you are approved for LTD benefits, they will begin on the first day following the "elimination period." The elimination period begins on your last day at work and continues through the later of 90 working days or the exhaustion of sick leave. Benefits will be paid if a disability prevents you from performing your regular occupation. An evaluation to determine continuation of benefits will occur twelve months from your last day at work. To continue to receive benefits after the initial twelve months, you must have a disability that prevents you from performing any gainful occupation or work for which you are or could become qualified for by training, education, or experience. Mental health and substance abuse disabilities are limited to 12 months. If you are approved for LTD, you may not receive donated leave.

Pre-existing conditions are excluded if the disability begins within 12 months of the date the coverage begins. A pre-existing condition is one for which you received medical treatment, consultation, care or services including diagnostic measure, took prescribed drugs or medicines, or followed

# long term disability insurance

treatment recommendations, or had symptoms for which an ordinarily prudent person would have consulted a health care provider, in the 12 months just prior to your effective date of coverage.

The LTD plan insures up to \$60,000 of your annual salary. If you are approved for LTD, your benefits are calculated based on your pre-disability earnings (up to \$60,000). The maximum monthly benefit is \$3,000.

## REHABILITATION REQUIREMENT

If Prudential has come up with a rehabilitation plan for you which was approved by your doctor and you choose not to follow it, then your benefits will end.

## RETURN TO WORK INCENTIVE

If you participate in a rehabilitation program offered by Prudential, you may be able to receive additional benefits such as:

- Monthly rehabilitation payments,
- Monthly day care payments, and
- Spouse and elder care payments

See the LTD booklet certificate for more information about rehabilitation and return to work benefits.

## SURVIVOR BENEFIT

When Prudential receives proof that you have died, they will pay your eligible survivor (spouse, if living, otherwise, your children under age 25) a lump sum benefit equal to 3 months of your gross disability payment if, on the date of your death:

- your disability had continued for 180 or more consecutive days; and
- you were receiving or were entitled to receive payments under the plan.

If you have no eligible survivors, payment will be made to your estate. Prudential will first apply the survivor benefit to any overpayment that may exist on your claim.

## WHEN BENEFITS END

If you are approved to receive LTD benefits, they will continue until the earlier of:

- you reach normal retirement age (unless age 61 or over on date of disability)
- your disability ends
- you fail to participate in a rehabilitation program.

Other terms and conditions may apply; consult the LTD booklet certificate.

## CONTINUATION OF LIFE INSURANCE

If you are approved for long term disability before you reach the age of 60, your basic and supplemental life insurance continues, and your insurance premiums are waived. If you are over the age of 60 when you become disabled, you have up to 31 days from the date you cease active work to convert your life insurance to an individual policy. Supplemental Life Insurance premium payment must continue during the qualifying period for LTD.

## RETURN TO WORK

If you are receiving long term disability payments and return to any employment, whether it is with the State or not, you must contact Prudential immediately to determine what impact your employment may have on your long term disability benefits.

# long term disability insurance

## THINGS TO CONSIDER ABOUT THE LTD PLAN

For disabilities that begin **on or after** January 1, 2007, the maximum LTD benefit is \$3,000 per month (60% of your salary up to \$5,000 per month or \$60,000 a year). The maximum LTD benefit for disabilities that began **prior to** January 1, 2007 is \$2,000 per month (60% of your pre-disability salary up to \$3,333.33 per month or \$40,000 per year).

Long term disability payments are reduced by any other income benefits such as benefits received from Workers' Compensation or Social Security Disability Income. If you need to insure the remainder of your salary, you should investigate buying additional LTD coverage through your insurance agent or insurance company.

Please note that LTD benefits payable through other group plans will reduce your State of Iowa group LTD benefit payment.

The LTD plan does not cover any disabilities caused by:

- intentionally self-inflicted injuries;
- active participation in a riot;
- commission of a crime for which you have been convicted under state or federal law; or
- war, whether declared or undeclared.

The plan also will not pay benefits during any period in which you are incarcerated as a result of a conviction.

**For more information about your coverage, please see your State of Iowa Group Long Term Disability booklet, ask your Personnel Assistant, visit the DAS HRE Benefits website, or call Prudential at 1-800-842-1718.**

## LTD TERMS TO KNOW

**Disabled** You are disabled when Prudential determines that:

- you are unable to perform the material and substantial duties of your regular occupation due to your sickness or injury; and
- you have a 20% or more loss in your indexed monthly earnings due to that sickness or injury.

After 12 months of benefits, you are disabled when Prudential determines that due to the same sickness or injury, you are unable to perform the duties of any gainful occupation for which you are reasonably fitted by education, training or experience.

**Elimination Period** The latter of the first 90 working days of any single period of Total Disability, or the date that the employee has exhausted all sick leave.

**Gainful Occupation** A gainful occupation means an occupation, including self-employment that does, or can be expected to, provide you with an income equal to at least 60% (or 20% or 40% if you have been employed less than two years) of your indexed monthly earnings within 12 months of your return to work.

**Regular Occupation** Your regular occupation is the occupation you are routinely performing when your disability begins. Prudential will look at your occupation as it is normally performed instead of how the work tasks are performed for a specific employer or at a specific location.

# flexible spending accounts

## WHAT ARE THEY?

Many employees pay for health and dependent care expenses on a regular basis. Did you know that the State of Iowa provides a way for you to save money on these expenses? Flexible Spending Accounts (FSAs) let you pay for certain health (through the Health FSA) and dependent care expenses (through the Dependent Care FSA) with tax-free dollars. This benefit saves you money by reducing your taxable income and increasing your spendable income. You contribute to one or both of the State's FSA accounts with pretax dollars and then are reimbursed for qualifying expenses for you and your family. Pretax dollars are not subject to state, federal, or FICA taxes.

The amount you designate for the year is divided into 24 equal amounts and held in your flexible spending account(s). When you submit receipts for eligible expenses, you draw your pretax money out of your FSA. You can choose to have payments mailed to you or deposited directly into your checking or savings account.

**More information about this program is available on our website at: [http://das.hre.iowa.gov/benefits\\_flex\\_spending.html](http://das.hre.iowa.gov/benefits_flex_spending.html). or from Application Software, Inc. (ASI), the State's third party administrator. ASI can be reached at 800-659-3035 or [www.asiflex.com](http://www.asiflex.com).**

## How to Enroll

If you wish to contribute to either of the FSAs, you must make a new election each year during the enrollment and change period. You must make a separate election for the Health FSA and the Dependent Care FSA. If you currently participate in one or both of the FSAs, you will automatically receive new enrollment forms from ASI, the State's FSA third party administrator.

When deciding how much to contribute to your account, estimate your expenses carefully. Once you enroll, you:

- will forfeit (use it or lose it) any unused account balance;
- cannot change your contribution amount during the year unless you have a qualified employment or status change, such as marriage or divorce;
- cannot be reimbursed through the Dependent Care FSA and claim a dependent care tax credit for the same expense;
- cannot be reimbursed for a particular expense through the Health FSA and through any group or individual insurance;
- cannot be reimbursed through the Health FSA and claim the same expense as a tax deduction; and
- cannot move funds from one FSA to the other.

**Please see your Personnel Assistant for the State of Iowa Enrollment Agreement Form or download a copy from the Iowa Department of Administrative Services's web site at: [http://www.das.hre.iowa.gov/benefits\\_flex\\_spending.html](http://www.das.hre.iowa.gov/benefits_flex_spending.html).**

## How to Make Changes

In some situations, you may be able to change your FSA contribution levels. If you want to make a change, keep in mind that you must have a qualifying event (see the Summary Plan Description for a list of events) and that **any change in election must be filed within 30 days of the event.**

If the change is approved by ASI, your change will become effective on the first day of the month following the submittal of a completed change form. Any increase in your election can include only

those expenses that you expect to incur during the



## flexible spending accounts

period of coverage subsequent to the effective date of the increase.

**Childbirth and adoption bear special mention.**

You have 30 days from the birth or adoption of a child to enroll in or increase your Health FSA. If you have missed work due to the birth or adoption of a child, you have 30 days from return to work to enroll in or increase your Dependent Care FSA.

# flexible spending accounts

## Health Flexible Spending Accounts

### HOW DOES IT WORK?

When you incur an eligible medical expense, you complete a claim form, attach appropriate documentation and mail or fax it to ASI. You will receive payment from ASI by check or direct deposit, depending upon your election when you enroll. A medical expense is incurred when the services are provided that create the expense, not when you are billed for or pay for the service. You must receive the medical services before you file a claim for those services. You pay the medical bill directly, either at the time of service or later.

### HOW MUCH CAN I CONTRIBUTE?

The maximum you are allowed to contribute to this FSA is \$2,500 a year per participant. If your spouse is eligible to participate in a health flexible spending program, he or she may also contribute to his or her employer's plan. You cannot claim the same expense on both participants' plans.

### WHAT IS AN ELIGIBLE EXPENSE?

Some examples of items that may be eligible for reimbursement under the Health FSA if they are not covered by insurance are:

- Medical copayments and deductibles
- Prescription drug copayments
- Dental charges in excess of insurance coverage
- Eye glasses and contact lenses
- Hearing aids
- Over-the-counter medicine used to treat a medical condition
- Medically necessary weight loss programs as prescribed by a physician (health club dues and special foods do not qualify).

A complete list of eligible expenses is available in Internal Revenue Service Publication 502. However, insurance premiums and long term care expenses are not eligible even though they are mentioned in IRS Publication 502.

Expenses must be incurred during your period of coverage. The following are not eligible expenses:

- products advertised, marketed, or offered as long-term care insurance;
- medical savings accounts under section 106(b).

### WHEN CAN I INCUR EXPENSES?

Participants may incur claims through March 15 after the plan year. For example, a participant may buy eye glasses on March 1, 2008 and be reimbursed out of funds contributed in 2007.

Any reimbursement for claims with service dates of January 1, 2008 to March 15, 2008 will be applied to 2007 available funds, if any, with the remainder applied to 2008 funds.

All claims must be filed by April 15 each year, or by the next business day if April 15 falls on a weekend. Any funds not claimed timely will be forfeited.

### WHAT HAPPENS WHEN I LEAVE STATE EMPLOYMENT?

If you leave State employment and are enrolled in the Health FSA, you may be able to continue participating in the Health FSA if you meet certain requirements. Continuation of coverage will be provided if, on the date of the qualifying event, your remaining benefits for the current plan year are greater than your remaining program contribution payments.

Qualifying events include termination of employment, death, divorce, or dependent loss of eligibility. You must notify the plan administrator if any of these events, other than termination of employment, apply to you.

Your right to elect to continue coverage ends 60 days from the date on the continuation notice provided by the third party administrator. If continuation is elected, the remaining program contribu-

# flexible spending accounts

tions will be charged to you, your spouse, or dependent, as the case may be, for any period of continuation coverage at 102% of the cost of providing coverage for the period to similarly situated participants, spouses, or dependents.

Continuation will only be extended to the end of the current plan year but may terminate sooner if the premiums described above are not paid within 30 days of the due date.

If you meet the eligibility criteria for continued participation in the Health FSA, you will be notified by ASI. If you elect to continue participation, you must pay your contributions plus a 2% administration fee.

## **Dependent Care Flexible Spending Accounts**

### **HOW DOES IT WORK?**

When you incur an eligible dependent care expense, complete a claim form, attach appropriate documentation, and mail or fax it to ASI. You will receive payment from ASI by check or direct deposit, depending upon the payment election you make when you enroll. A dependent care expense is incurred when the services are provided that create the expense, not when you are billed for or pay for the service. You will only receive reimbursement for the amount that you have contributed through payroll deduction.

### **HOW MUCH CAN I CONTRIBUTE?**

Dependent Care FSA maximum contribution amounts depend on whether you are single or married and on your tax filing status. You cannot contribute more than your or your spouse's earned income. The maximum contribution amounts are:

- \$5,000 if you are single, or married and file a joint return.
- \$2,500 if you are married and file separate returns.
- \$5,000 combined maximum if your spouse also contributes to a dependent care account.
- \$3,000 if your spouse is a full-time student and you have one dependent.
- \$5,000 if your spouse is a full-time student and you have more than one dependent.

### **WHEN CAN I INCUR EXPENSES?**

All expenses must be incurred by December 31 of a plan year. You have until April 15 of the following year (or the next business day, if April 15 falls on a weekend) to file your claim with ASI. Any funds not timely claimed will be forfeited.

# flexible spending accounts

## WHAT IS AN ELIGIBLE EXPENSE?

Each year, you can set aside pretax dollars to cover expenses for dependents if:

- They are under age 13; or
- They are mentally or physically incapable of self-care and reside in your home at least eight hours a day, regardless of age; and
- You claim them as dependents for federal income tax purposes.

If you are married, to be eligible your spouse must either:

- Be a full-time student;
- Work; or
- Be incapable of self-care.

In addition:

- Expenses must be for care that enables both spouses to work; and
- If your spouse works, his or her income must be greater than the reimbursement of dependent care expenses.

You are not eligible for dependent care participation during periods in which you are not at work. If you are on leave, including workers' compensation or maternity leave, you are not eligible to participate and cannot receive reimbursement for expenses incurred during your leave period.

Eligible expenses include:

- In-home day care
- Day care at someone's house
- Nursery school
- Adult day care (dependent must live in home for at least eight hours a day)
- Boarding school (the portion of the cost used for care of the dependent under age 13)
- Dependent care centers (that comply with state and local laws and licensing requirements)

- Household services (if the dependent is being cared for in the home and the household services are necessary for the dependent's care)
- Preschool
- Summer day camp (if the child does not stay overnight), but not instructional camps.

The following are not eligible expenses:

- qualified scholarships under section 117;
- educational assistance programs under section 127;
- fringe benefits under section 132; and
- transportation expenses.

## WHAT HAPPENS WHEN I LEAVE STATE EMPLOYMENT?

If you terminate employment, you may continue to file claims for qualifying expenses incurred during the calendar year until you have been reimbursed the balance in your account. Qualifying expenses include those incurred while you are employed by another employer or are actively looking for work.

You cannot participate in the Dependent Care FSA and be eligible for the dependent care tax credit. Before enrolling in the Dependent Care FSA, you should consult your tax advisor to see if it may be advantageous to take the dependent care tax credit.

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# deferred compensation

## **UE/IUP MEMBERS TO RECEIVE MATCH INCREASE IN 2007**

If you are a member of United Electricians/Iowa United Professionals (UE/IUP), your employer will contribute \$1.00 for every \$2.00 you contribute up to the maximum State match amount of \$50/month beginning January 2007. Simply stated, the State will give you a 50% return on the first \$100 you contribute each month. The State contributions will be deposited into your selection of investments in your 401(a) employer match account. The amount your employer contributes does not reduce the contribution limit for your 457 employee contribution account.

# deferred compensation program

## Program Basics

### EXPLANATION OF BENEFIT

RIC is a voluntary retirement savings program designed to increase your personal long-term savings. Your contributions are invested on a pretax basis. Contributions and earnings are not taxed until you take the money out as income. The program (also referred to as deferred compensation) contains two plans, the 457 Employee Contribution Plan and the 401(a) Employer Match Plan. You are fully invested in both plans from day one. For more detailed information, visit our website at <http://www.das.hre.iowa.gov/ric.html>.

### ELIGIBILITY

You are eligible to contribute if you are a permanent or probationary employee of the State of Iowa working 20+ hours per week or an employee who has a fixed annual salary. This program is not offered to Board of Regents Institution employees.

### ENROLLMENT\*

The first step to enrollment is choosing your investment provider. Your provider has all the investment information and forms you need to open your account. You may access provider/product information online or call one of the following numbers.

The 2007 approved providers are:

#### **AIG VALIC**

800-892-5558 ext 88700  
[www.aigvalic.com/iowa](http://www.aigvalic.com/iowa)

#### **Hartford Life**

800-424-2825 ext 47634  
[www.retire.hartfordlife.com/iowa/](http://www.retire.hartfordlife.com/iowa/)

#### **ING Financial Advisers**

800-555-1970  
<http://www6.ingretirementplans.com/SponsorExtranet/Iowa/>

#### **Nationwide Retirement Solutions**

877-677-3678  
[www.nationwideiowadc.com](http://www.nationwideiowadc.com)

### HOW MUCH CAN I CONTRIBUTE?

Your contributions are taken from your paycheck before state and federal income taxes and deposited in your designated investment selections. You may choose to contribute as little as \$25/month (\$12.50 per pay period) or as much as \$15,000 (regular limit), \$20,000 (50+ Catch-Up), or \$30,000 (3-Year Catch-Up).

Before you retire, consider the option of deferring your unused vacation pay and sick pay to your deferred compensation account.

You may elect to roll assets from your previous government employer's 457 plan into your 457 account at the State. You may also roll your previous 401(k), 401(a), 403(b), 403(a), IRA (traditional or rollover), or SEP into your State 401(a) employer match account.

Please Note: The total of all contributions made to this 457 plan and/or any other government employer's eligible 457 plan must not exceed the IRS maximum limits.

\*Enrollment is always open.

# deferred compensation program

## WILL I RECEIVE AN EMPLOYER MATCH?

The State is offering a match to participants' 457 plan contributions. This match does not reduce your maximum contribution limit in your 457 account. The State will match \$1 for every \$2 you contribute to the 457 plan up to the maximum monthly limits shown below:

Employee Group	Maximum Match Amount
<b>Executive Branch</b>	
AFSCME-covered employees	\$50/month
Non-contract employees	\$50/month
SPOC-covered employees	\$50/month
UE/IUP-covered employees	\$50/month
<b>Judicial Branch</b>	
AFSCME-covered employees	\$50/month
Non-contract employees	\$50/month

## WHAT ARE MY INVESTMENT OPTIONS?

Each active provider (AIG VALIC, Hartford Life, ING Financial Advisers, Nationwide Retirement Solutions) has many investment options ranging from conservative to aggressive. You have the option of choosing one or several investments including fixed rate accounts, mutual funds and variable annuities. Your investment selection should be based on your goals for your retirement savings, your risk tolerance, and the length of time you have to invest. These active providers offer you the option of changing your investment selections at any time.

## HOW DO I GET MY MONEY OUT?

You do not have the option to receive a distribution from your RIC accounts while you are employed except in the case of an approved hardship withdrawal, cash out, or an IPERS service credit purchase. Hardship withdrawals are only approved in rare circumstances, such as a significant loss of income or unexpected medical expenses that are not covered by insurance. RIC does not have a loan provision.

Once you terminate from employment, you are eligible to take distributions from your RIC accounts.

If you are invested with one of the following providers, you do not need to contact the Department of Administrative Services. You may request a distribution directly from your active provider at the numbers listed below.

**AIG VALIC**                      **888-568-2542**  
**515-267-1099 in Des Moines**

**AXA Equitable**                **877-800-7279 option 3**  
**515-225-1141 in Des Moines**

**Hartford Life**                 **800-528-9009**

**ING Financial Advisers**      **800-555-1970**  
**515-698-7973 in Des Moines**

**Nationwide Retirement Solutions**      **877-677-3678**

If you are invested with any provider other than the five listed above, please complete the State Distribution Form for Inactive Providers and call your provider to confirm whether or not you are also required to complete a provider distribution form.

# deferred compensation program

## WHAT ARE MY OPTIONS WHEN I RETIRE?

Before you retire, consider the option of deferring your unused vacation pay and sick pay to your RIC account.

1. **Leave your assets fully invested** in RIC and defer paying taxes until age 70½, at which time you must begin taking at least the required minimum distributions annually. If you leave your assets in RIC, you have the option of changing your investment selections and/or provider at any time (some product restrictions may apply). Your 457 Employee Contribution Account will not be subject to a 10% penalty by the IRS if you take distributions before age 59½.

2. **Take income** in one of the following ways (some product restrictions may apply).

- Total lump sum distribution
- Partial lump sum distributions
- Systematic/periodic payments
- Lifetime payments

For tax information on distributions, see the Special Tax Notice attached to your distribution form. Be sure to check with your provider for possible surrender charges.

3. **Roll over** all or a portion of your assets to a 457, 401(k), 401(a), 403(b), 403(a), IRA (traditional or rollover), or SEP. This is a non-taxable event. Once you roll your 457 employee contribution assets to a qualified plan or IRA, you may be subject to a 10% penalty by the IRS if you take distribution before age 59½.

# additional employee benefits

## Employee Assistance Program (EAP)

### WHAT IS THE EMPLOYEE ASSISTANCE PROGRAM (EAP)?

The Employee Assistance Program (EAP) provides confidential, professional assistance to employees and family members of employees of the Executive, Legislative and Judicial Branches of state government. Services are provided by Employee & Family Resources (EFR), and include assessment, short-term counseling, and referral to appropriate community agencies.

EAP counseling services are provided by a private agency under contract with the state. The counselors are not state employees. Calls to EAP counselors are confidential within strict legal limits. They will not tell anyone you called or release any information without your written permission unless a legal exception applies. Legal exceptions include child or dependent adult abuse or neglect or life threatening situations.

### WHAT TYPES OF SERVICES DOES EAP PROVIDE?

#### Counseling Services

EAP counseling services are intended to help people before problems interfere with job performance. Problems for which the EAP counselors can provide help include:

- Alcohol or other drug abuse
- Marriage or family problems
- Financial consultation (budgeting, investing)
- Health or stress concerns
- Career struggles/job burn-out
- Death/dying issues
- Interpersonal conflicts
- Workplace conflicts
- Legal concerns (personal, non-employment related)

Appointments with EAP counselors are available some evening and weekend hours, as well as during business hours. You may see a counselor on your own time and no one will need to know. If you need to see an EAP counselor during work time, you will need to:

- Get approval from your supervisor for time away from work.
- Sign a release of information form provided by the EAP counselor. This allows the counselor to confirm your work time attendance with your supervisor. No other information will be released without your written permission.

#### Life Coaching Services

Life Coaching services are intended to help you and your family members resolve life issues. Coaching services provide a trained life coach, a personal, secure website, scheduled telephone sessions with your life coach, and the ability to communicate with your life coach through your personal website.

A few examples of the areas where life coaching might be of help to you include: Family Issues, Caring for a Dependent Adult, Couple/Marital Relationships, Grief/Loss, Weight Management, Smoking Cessation, and Work/Life Balance. These are just a few examples of the types of situations where life coaching might be a good alternative to in-person counseling.

Of course, the choice is yours. You can still have face-to-face contact with a counselor if you prefer. Life Coaching services are offered **as an alternative** to the in-person assessment and brief counseling services that are currently offered.

#### HOW MUCH WILL IT COST (TO GO TO EAP)?

There is no charge to you for services provided by the EAP. However, EAP services are intended to be short-term in nature. Life coaching services are generally provided for up to nine weeks.

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## additional employee benefits

Counseling services are limited to three (3) sessions with an EAP counselor per incident. If an EAP counselor refers you to other resources for additional help, those resources may charge for their services. EAP counselors will work with you to identify resources that are affordable or that may be partially covered by your health insurance.

If you have questions about whether you are covered by the EAP, contact your Personnel Assistant or District Court Administrator.

### **CONTACT THE EAP**

**515-244-6090 (Des Moines area)**

**1-800-EAP-IOWA (or 1-800-327-4692)**

**Outside of Iowa: 1-800-327-3020**

**Or visit EFR's web site at:**

**[www.efr.org/eap/your\\_eap/login.php](http://www.efr.org/eap/your_eap/login.php).**

### Workers' Compensation

If you are injured on the job as a result of your employment, you may be eligible for Workers' Compensation benefits. Workers' Compensation benefits are provided to you by law and do not require any action by you to obtain coverage. Under Workers' Compensation, you may be eligible for wage replacement and medical care. If you sustain an injury or illness that you believe is work-related, you must notify your employer, who will ask that you complete a first report of injury. Your supervisor or personnel assistant can help you with this process.

Your first report of injury will be sent to Sedgwick Claims Management Services (Sedgwick CMS) for evaluation and handling. Sedgwick CMS, a national third party administrator in the area of Workers' Compensation, assumed responsibility for the State of Iowa Workers' Compensation claims on July 1, 2001. They are responsible for claims intake, evaluation, direction of medical care, benefits payment, and all other aspects of the day-to-day handling of Workers' Compensation claims filed by state of Iowa employees.

If your Workers' Compensation claim is approved by Sedgwick CMS, every effort will be made to assist you in returning to work. When available, you will be given a restricted duty assignment until you recover enough to return to your regular job. Your job class and rate of pay will not be reduced while you are performing your restricted duty job. If you refuse to accept a temporary restricted duty assignment, your workers' compensation benefits may be suspended. The original period of restricted duty is the hourly equivalent of 20 workdays (pro-rated for part-time employees), or until you are medically released to full duty, whichever is less. In certain cases, extensions may be granted.

If your claim is denied by Sedgwick CMS, a letter will be sent directly to you. This letter should be presented to your group health carrier if they deny medical coverage based on the Workers' Compensation filing. The Iowa Department of Administrative Services is responsible for the management of the program and the contractual agreement with Sedgwick CMS. This agreement became effective on July 1, 2001.

**All communication and correspondence regarding Workers' Compensation claims to Sedgwick CMS should be directed to:**

**Sedgwick CMS  
P.O. Box 61564  
King of Prussia, PA 19468  
Phone: (515) 327-4888  
Fax: (515) 327-4899  
Toll Free: 866-342-3920  
After Hours New Report Call Center: 866-222-8768**

# continuing insurance coverage upon termination of state employment

## COBRA

### HEALTH AND DENTAL INSURANCE

If you leave state employment, the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for continuation of health and dental benefits coverage at the group premium rate after your coverage with the State ends. However, certain events must occur for any persons covered under your contract to be eligible (see events below).

The State's share of the premium payment for health and dental benefits will cease at the end of the month in which the qualifying event occurs, and you will be responsible for full payment of the premium. COBRA coverage begins the first of the month following the qualifying event. The COBRA election period is 60 days after the later of:

- the date coverage would otherwise end, or
- the date of the "COBRA Notification/Election Form."

If your employment ends, the Iowa Department of Administrative Services will mail a "COBRA Notification/ Election Form" to you within two weeks following your last paycheck. The notification includes monthly benefit costs and election instructions. In the event of the death of an active employee, the family will receive notice of their COBRA rights. If an employee divorces, reduces hours, or has a dependent that is no longer eligible for coverage, the employee must notify his or her Personnel Assistant within 60 days following the event so that COBRA information can be sent.

### PLEASE NOTE:

COBRA rights will not be extended to a Domestic Partner or his/her children, if the relationship terminates, if the employee terminates from State employment, or if the domestic partner's children have an event that makes them ineligible for employee's plan.

You can see a copy of the General Notice of COBRA Continuation Coverage Rights at <http://das.hre.iowa.gov/benefits.html>.

EVENT:	MAXIMUM ELIGIBILITY PERIOD BEYOND TERMINATION
Employee Termination/ Resignation	The employee and covered dependents have 18 months of COBRA eligibility. If the employee meets the Social Security Administration's definition of disabled at any time during the first 60 days of COBRA coverage, the employee and covered dependents have 29 months of COBRA eligibility.
Death or Divorce of Employee	The covered dependents have 36 months of COBRA eligibility.
Employee Reduces Work Hours; No Longer Eligible	The employee and covered dependents have 18 months of COBRA eligibility.
Employee's Dependent No Longer Eligible (Age 19 and no longer a full-time student or marries)	The covered dependent has 36 months of COBRA eligibility.
Employee on Active Military Duty	The employee and covered dependents have 24 months of COBRA eligibility.

# continuing insurance coverage upon termination of state employment

## Life Insurance

When you leave State employment, your State-sponsored life insurance coverage ends. Depending on the reason you are leaving, you may have more than one option for continuing your life insurance coverage at your own expense.

### PORTABILITY

If you leave State employment for reasons other than disability or retirement, you may be able to continue your supplemental life and supplemental AD&D insurance through a portability provision. This provision is available if you have \$20,000 or more of Supplemental Life coverage, are under age 70, and are actively at work on the day before your employment ends. Your Personnel Assistant will complete the employer section of the Life Insurance Portability Form; you are then responsible for contacting Prudential and submitting any required information to them. Once you receive this information, it is your responsibility to contact the insurance carrier, and any resulting coverage is provided under the terms of the group portability contract.

### CONVERSION

If you have less than \$20,000 of supplemental life insurance you can elect to convert your group term life insurance to an individual whole life policy through the life insurance carrier, currently Prudential Insurance Company of America. Your Personnel Assistant can provide you with the forms and information that you will need to convert your life insurance. Once you receive this information, it is your responsibility to contact the insurance carrier, and any resulting coverage becomes an individual contract between you and the insurance carrier.

## Termination Due To Approval for Long Term Disability

### HEALTH AND DENTAL INSURANCE

If you terminate employment upon approval for Long Term Disability (LTD), in lieu of COBRA coverage, you are allowed to continue your coverage with the State group for as long as you remain disabled according to the plan definition of disability. The State's share of the monthly premium will cease at the end of the month in which your employment terminates. LTD coverage will begin the first of the month following termination and you will pay the full monthly premium for any insurance coverage you choose to keep.

You may drop your state group plan completely. However, there is currently no provision for rejoining the group at a later date.

If you continue your insurance coverage with the State of Iowa group, you will be able to participate in the annual enrollment and change period, which will allow you to change your health plan every year. You can continue your group health and group dental coverage separately or together. You do not have to elect to continue in both plans. Your benefits as a member of the Retired/Disabled group are identical to benefits for the plan you held as an active employee.

If the LTD carrier determines that you are no longer eligible for LTD benefits and you are not drawing a retirement benefit, health and dental benefits will stop. You will need to purchase individual health and/or dental coverage at that time.

You can continue your coverage with the group if you become eligible for Medicare. It is your responsibility to submit proof that you have

# continuing insurance coverage upon termination of state employment

Medicare Parts A and B to your health insurance carrier. Medicare will become the primary payor on claims and the State group will pay as secondary. A premium rate reduction will occur at that time.

Generally, Medicare eligibility is granted when you turn age 65. It can also be granted at an earlier age if you have a disability. Once you become Medicare eligible, you may elect to drop the State group coverage and purchase a private Medicare Supplement Policy. A Medicare Supplement Policy differs from the State group in that the benefits provided vary by supplement option. If you continue with the State group plan after you become eligible for Medicare, your benefits do not change. Benefits offered to Medicare eligible persons are the same as the benefit plan offered prior to becoming Medicare eligible.

Employees must see their Personnel Assistant for specifics and the required paperwork at the time of termination of employment.

## **LIFE INSURANCE UNDER AGE 60**

If you are under age 60 when you are approved for LTD, your life insurance automatically continues in the same amount that you maintained while you were working. You will not have to pay premiums for your coverage as long as you continue to be disabled according to the State's Long Term Disability insurance carrier. The insurance is subject to the normal age reductions of coverage in your group contract. Your group life insurance will be in effect as long as you remain disabled according to the group definition of disability or until you reach age 70, whichever occurs first.

If your Long Term disability coverage ends, your life insurance coverage also ends. You can elect to convert your group term life insurance to an individual whole life policy through the life insurance

carrier. Your Personnel Assistant can provide you with the forms and information that you will need to convert your life insurance.

## **OVER AGE 60**

If you are age 60 or older on your date of disability (last active day at work), you can convert your group life insurance to an individual whole life insurance policy. This conversion privilege will be offered when a decision is reached on your claim. You must apply within 31 days from the end of the month in which you are notified in writing of your conversion rights. Monthly premiums must be paid continuously prior to the notice. Contact the Personnel Assistant with your department for the life conversion form.

# continuing insurance coverage upon retirement

## **HEALTH AND DENTAL INSURANCE**

(Excludes employees covered by the State Police Officers' Council)

When you retire, you can continue to participate in the State of Iowa group health and dental plans for life. Coverage in the Active employee group will cease at the end of the month in which you retire. Your coverage as a retiree will begin the first of the month following retirement.

You may drop your State group plan completely. However, there is currently no provision for rejoining the group at a later date. As a retiree, you will be able to participate in the annual enrollment and change period, which will allow you to change your health plan every year. You can continue your group health and group dental coverage separately or together. You do not have to elect to continue in both plans. Your benefits as a retiree are identical to benefits for the plan you held as an active employee.

You can continue your coverage with the group if you become eligible for Medicare. It is your responsibility to submit proof that you have Medicare Parts A and B to your health insurance carrier. Medicare will become the primary payor on claims and the State group will pay as secondary. A premium rate reduction will occur at that time.

Generally, Medicare eligibility is granted when you turn age 65. It can also be granted at an earlier age if you have a disability. Once you become Medicare eligible, you may elect to drop the State group coverage and purchase a private Medicare Supplement Policy. A Medicare Supplement Policy differs from the State group in that the benefits provided vary by supplement option. If you continue with the State group plan after you become eligible for Medicare, your benefits do not change. Benefits offered to Medicare eligible

retirees are the same as the benefit plan offered prior to becoming Medicare eligible.

A retiree's surviving spouse, if covered at the time of the former employee's death, is allowed lifetime coverage with our State of Iowa group health and dental plans.

Employees must see their Personnel Assistant for specifics and the required paperwork at the time of retirement.

## **LIFE INSURANCE**

When you retire, your State-sponsored life insurance coverage ends. You can elect to convert your group term life insurance to an individual whole life policy through the life insurance carrier, currently Prudential Insurance Company of America. Your Personnel Assistant can provide you with the forms and information that you will need to convert your life insurance. Once you receive this information, it is your responsibility to contact the insurance carrier, and any resulting coverage becomes an individual contract between you and the insurance carrier.

## **SICK LEAVE INSURANCE PROGRAM**

If you are an AFSCME, UE/IUP, or Non-Contract covered employee in the Executive Branch and are eligible for a bona fide retirement, you may participate in the Sick Leave Insurance Upon Retirement Program (SLIP). This program allows you to convert your unused sick leave into a bank to be used toward the purchase of the State's health insurance plan after retirement and until you are eligible for Medicare.

This program does not include elected officials, employees in the Judicial or Legislative branch, Board of Regents employees, or SPOC-covered employees. Those groups may be covered by similar programs that are designed just for them. This program is for health insurance only. It can

## continuing insurance coverage upon retirement

not be used for dental insurance or any health insurance program except the plans offered in the State of Iowa Employee's Group Insurance Plan.

Upon a bona fide retirement, defined as applying for and receiving monthly state pension benefits, you will receive cash payment for up to \$2,000.00 of your unused sick leave. This payment will be made on your final pay check. Any remaining balance shall be converted and paid as follows upon a bona fide retirement:

<u>Sick Leave Balance</u>	<u>Conversion Rate</u>
0 to 750 hours	60% of value
over 750 to 1,500 hours	80% of value
over 1,500 hours	100% of value

The value of the sick leave bank is calculated as follows:

- identify the total number of hours in the sick leave bank on the last day of work;
- multiply the total sick leave balance times the regular hourly pay;
- subtract the \$2,000.00 sick leave payment;
- multiply the remaining amount times the conversion rate. The result is your sick leave account balance.

The State will pay its share of the monthly premium from this account until one of the following occurs:

- you cease participation in the State's group insurance program;
- the account is exhausted;
- you fail to pay any undue share of the premium due, if necessary;
- you become Medicare eligible;
- you return to permanent employment with the State of Iowa; or
- you die.

When the sick leave account is exhausted or you

become Medicare eligible, you may still continue coverage with the State's group plan. You would just begin paying the appropriate monthly premium without any State contribution.

For more information, visit the SLIP website at <http://das.hre.iowa.gov/slip.htm>.



