

TO: Faculty and Staff

FROM: Martha Tetrault, Director of Human Resources
Kris Maloney, Benefits Administrator

SUBJECT: **OPEN ENROLLMENT FOR INSURANCE PLANS - 2012**

January 1st marks the beginning of the plan year for the College's medical and dental coverage, medical expense reimbursement, dependent care reimbursement, and life and long-term disability insurance.

Rates:

The news here is remarkably good. There will be no increase for the cost of dental coverage; life and long-term disability insurance premiums will decrease. Negotiations with Blue Cross/Blue Shield of Massachusetts resulted in a less than one percent increase in health insurance rates and the elimination of co-payments for annual visits. Details for expanded coverage for preventive care can be found at <http://hr.williams.edu/benefits>

a. The dollar amounts per plan are as follows:

		2011 Monthly College Contribution	2011 Monthly Employee Contribution	Monthly Employee Increase
HMO	Individual	\$414.57	\$130.29	\$0.64
Blue	Family	\$1,075.16	\$338.25	\$2.91
Blue	Individual	\$414.57	\$166.43	\$0.96
Choice	Family	\$1,075.16	\$433.16	\$3.75

b. Descriptions of the group insurance plan and retirement plan are at <http://hr.williams.edu/benefits> .

c. Your coverage will remain the same unless you return a completed enrollment form by **Dec. 9, 2011** indicating that you want to:

- change your health insurance coverage
- add or remove a dependent from your health and/or dental insurance
- enroll in health and/or dental insurance, if eligible but not currently enrolled or
- elect supplemental long-term disability insurance, if eligible but not currently enrolled.

d. For an enrollment form, please call 4355 or 4478 or stop by the Benefits Office (in the B&L Building at the bottom of Spring Street) between 8 a.m. and 4:30 p.m.

Medical Expense Reimbursement Accounts (MERA) and Dependent Care Reimbursement Accounts (DCRA)

- a. DEADLINE FOR ON-LINE ENROLLMENT – **December 9, 2011**. The IRS requires an annual enrollment for either account even if you have had an account in the past.
- b. MERA and DCRA accounts allow eligible faculty and staff to reduce their taxes through pre-tax deductions to pay for uncovered medical expenses, such as co-payments, glasses, or massages (when medically necessary), or for work-related dependent care.
- c. HEALTH CARE REFORM CHANGES IN MERA PLANS EFFECTIVE 1/1/2011 continue: Over the counter medications are no longer eligible for reimbursement through a MERA account without a prescription. Even with a prescription, payment can't be made using the EBS card; claims must be submitted manually for reimbursement.
- d. For future planning effective 1/1/ 2013: the maximum election amount for MERA will be reduced to \$2,500 from the current \$5,000.

The EBS Flex Card

The EBS Flex Card, issued by EBS-RMSCO, Inc., automates the payment of eligible MERA or DCRA expenses by paying the provider at the point of service and deducting the payment directly from an individual's account. This eliminates filing claims and waiting for reimbursement checks. NOTE: The IRS requires that receipts be kept for all MERA and DCRA transactions even when using the EBS Flex Card.

- a. New Flex Spending participants will receive cards at their home address. If you're renewing your account, please keep your current card unless it's due to expire, then you'll receive a new card.
- b. The following are links to EBS RMSCO, Inc. information:
 1. Flexible Spending Account Informational Booklet (PDF) - http://hr.williams.edu/files/2010/11/EBS-FSA-Kit_2011.pdf
 2. Instructions for setting up a NEW MERA/DCRA Account (**Print instructions prior to logging in**) - <http://hr.williams.edu/benefits/mera-dcra/instructions-for-setting-up-a-new-meradcra-account>
 3. Instructions for renewing an existing MERA/DCRA Account (**Print instructions prior to logging in**) - <http://hr.williams.edu/benefits/mera-dcra/instructions-for-annual-renewal-mera-or-dcra-account/>
 4. EBS Log-in - <https://www.myebaccount.com/signIn.aspx?ReturnUrl=%2fhome.aspx>

LONG TERM CARE INSURANCE OPEN ENROLLMENT

Long-term care is part of life-cycle planning, yet it's missing from

most individual's retirement plans. A primary goal of this important benefit is to provide education on a topic that could threaten your financial security and quality of life. Policies may be available to parents, in-laws, grandparents, grandparents in-law, and adult children. To learn more about LTC and workshop dates/times view the information at: <http://hr.williams.edu/benefits/long-term-care-insurance>

MAIL SERVICE PRESCRIPTION DRUG PROGRAM

Blue Cross members can use the Mail Service Prescription Drug Program to buy medications. Savings can sometimes be achieved by purchasing prescriptions on a long-term basis. Up to a 90-day supply of most drugs can be bought through the mail for one co-payment. An enrollment form is available in the Office of Human Resources or at <http://hr.williams.edu/files/2010/02/Express-Scripts-Patient-Profile.pdf>

EMPLOYEE DISCOUNTS

We have worked closely with several vendors to offer discounts to employees. New discounts for auto, homeowners, and renters insurance are available for employees and retirees through Liberty Mutual. Please visit this link for details <http://hr.williams.edu/benefits/discounts-for-williams-employees>

NOTICE OF CREDITABLE COVERAGE REQUIREMENT

Centers for Medicare & Medicaid Services regulations require employers offering prescription drug coverage on a group basis to active and retired employees and to Medicare Part D eligible individuals to provide them an annual notice. For details please visit <http://hr.williams.edu/files/2011/10/BCBS-Medicare-D-Model-Notice-Creditable-Coverage-Oct-2011.pdf>

If you have questions about any aspect of this year's open enrollment, please call Janet Bartlett at extension 4355 or Kris Maloney at extension 4478.