

Kenmore-Town of Tonawanda UFSD

## **Health Benefits Open Enrollment – KTA Teachers**

**(Does not include Teaching Assistant – please see directions for Teaching Assistant)**

**Enrollment Period May 17, 2021 through May 28, 2021**

**Plan Year July 1, 2021 through June 30, 2022**

**IMPORTANT NEW ONLINE ENROLLMENT SYSTEM - YOUR ENROLLMENT WILL NOT BE COMPLETE UNTIL YOU SIGN THE CONFIRMATION REPORT WITH YOUR PIN AT THE END OF THE ENROLLMENT PROCESS. SEE ATTACHMENT FOR STEP BY STEP DIRECTIONS.**

**All current healthcare medical plan elections will continue into the new plan year on July 1, 2021.**

**Enrollment in Flexible Spending, Dependent Care and Health Savings Accounts will terminate on June 30, 2021. To continue these benefits, you must log in to BenSelect and complete enrollment for the plan year beginning on July 1, 2021.**

**After completing the open enrollment process, you should view your Confirmation Report in BenSelect to verify your elections **AND SIGN WITH YOUR PIN** for coverage and benefits effective July 1, 2021.**

**Healthcare medical plan information is available in the BenSelect Form Library. Additional information, including full healthcare medical plan documents, is available on the Ken-Ton Schools website at ktufsd.org. Select the HR tab and view the documents under Health Insurance Information.**

### **Online Enrollment - BenSelect**

It is the time of year for each employee to make an election for health and flexible benefits for the period July 1, 2021 to June 30, 2022. *All employees (full time & part time) must access the BenSelect secure web site and notify the District of his/her choices for 2021-2022.*

To access your employee benefits account, go to <https://usrbp.benselect.com/ktufsd>

#### **Enter your user ID and Password.**

Your **USER NAME** is your 5-digit employee ID number. If your ID is 4 digits, add a leading 0 to the entry.

For example: Employee ID 4423 would be 04423. Your ID can be found on your paycheck statement.

Your **PASSWORD** is the last 4 digits of your SS# followed by the last 2 digits of your birth year.

For example: 456780.

The benefits included on this site are health plan coverage, flexible spending account, dependent care account and health savings account. *You do not need to print or send any documentation to the Human Resources Office or Independent Health.* You will have signed the form with your electronic signature (User ID and password). After your initial log in, you may review or make changes to your elections until the end of the open enrollment period. You must sign the Confirmation Report with your password to finalize your enrollment. Health plan information is available in the BenSelect Form Library and on the Ken-Ton website under HR, Health Insurance Information.

**As you go through the open enrollment process, you must review each benefit offered. Please review your elections and sign with your PIN to finalize your enrollment.**

**\*IF YOU CHOOSE TO WAIVE DISTRICT HEALTH COVERAGE and by contract are eligible for a stipend, you must log in to the BenSelect system and waive coverage. During the open enrollment period, log in to BenSelect and choose either “Waive Medical Plan with District Employed Spouse” OR “Waive Medical Plan without District Employed Spouse” to waive health coverage.**

Enrollment can be completed using any computer with internet access. **If you need assistance contact Kathy Kightlinger in the Human Resources Office at 874-8400 x20348 or by email at [kkightlinger@ktufsd.org](mailto:kkightlinger@ktufsd.org). US Enrollment Services Customer Service 800-735-0080** is open Monday – Friday 9am to 5pm and can assist with logging in to the online system. We are happy to assist and answer any questions.

### **Healthcare Reimbursement Account (HRA - Employer Contribution)**

Eligible KTA members will see the employer contribution of \$500.00 posted to your Pro-Flex account July 1, 2021.

### **Healthcare Flexible Spending (FSA - Employee contribution) & Dependent Care Account (DCA) through Pro-Flex**

This is a reminder that the healthcare and dependent care accounts follow a fiscal year (July to June). You will have 90 days from the end of the plan year (June 30, 2022) to submit claims against your voluntary contributions to the healthcare and dependent care accounts. Please note that the IRS has restricted the annual amount of contributions to a healthcare reimbursement account to \$2,750.00 per year.

You can also put up to \$5000.00 into the Dependent Care flexible spending account for the fiscal year (July to June). Dependents covered under flexible spending accounts follow the same rules as noted for dependent children under the healthcare coverage rules.

### **Life Events**

Life Events such as marriage, birth or adoption of a child, divorce or death of a covered dependent may occur during the plan year. You must notify the District Plan Administrator in the Human Resources Department and enroll in BenSelect within thirty (30) days of any of these events in order to have coverage effective the date of the event. If you do not notify the District Plan Administrator and enroll within thirty (30) days, you will not be able to make a change to your plan until the next Open Enrollment period.

### **Rate Change**

Enclosed is the new health plan cost sheet effective July 1, 2021. Rates are shown as **monthly** costs. Your payroll deduction is calculated by taking the employee monthly cost times 12 divided by 20 paychecks. The new deduction for the 2021-2022 plan year will begin with the October 1, 2021 paycheck.

### **First Choice Plans**

First Choice is a Hospital Preferred Provider Network designed by Catholic Health. With First Choice you must use Catholic Health Facilities for services such as: bloodwork, x-rays, inpatient, outpatient, etc. You are able to use any physician that participates with Independent Health. It is also important for you to check with your doctor to see that he/she has admitting privileges to Catholic Health facilities.

### **Independent Health - Health Extras Card**

For a list of participating vendors and benefits under this program, please visit the Independent Health website at [independenthealth.com](http://independenthealth.com).

### **Health Savings Account**

If you are enrolled in a Ken-Ton high deductible health plan, you may enroll in a Health Savings Account through Health Equity or an HSA provider, bank or institution of your choice.

### **Independent Health ID Card**

All members will receive new Independent Health ID cards for the July 1, 2021 plan year.