



SPOC-Covered Employees

The 2017 Enrollment and Change Period is **October 17 – November 18, 2016**.

Unless you have a qualified life event, this is the only time period you can make changes to your health insurance, Flexible Spending Accounts (FSAs), or life insurance. Please use this Enrollment and Change Period as an opportunity to review your benefits.

Life Events

The State realizes that life happens. When it does, your benefit coverage may need to change. Experiencing a change in your situation – like getting married, having a baby, or enduring a death in the family – can make you eligible to enroll in benefits outside the yearly Enrollment and Change Period. More information about these life events is available at the DAS website (<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/group-insurance/health-dental-insurance-1>).

Enrollment for 2017

If you do not make any changes in your health insurance during the 2017 Enrollment and Change Period, your 2016 health plan and covered dependents will remain the same and carry over to 2017.

To participate in the Health Flexible Spending Account (FSA) and/or the Dependent Care FSA, you must enroll each year in IowaBenefits. Make your benefit elections in IowaBenefits (<https://bfi.secure-enroll.com/go/stateofiowa>).

If you choose to opt-out of health insurance, you must elect the opt-out option in IowaBenefits (<https://bfi.secure-enroll.com/go/stateofiowa>).

2017 Benefits Highlights

Highlighted below are benefits updates that affect you.

1. **Health Insurance Plan: No Changes.** There are NO CHANGES to Alliance Select's benefit design.
2. **Dental Insurance: NOT an Open Enrollment Period.** Your 2016 dental coverage will automatically carry forward into 2017. The 2017 Open Enrollment and Change Period does not allow you to make any changes to your dental coverage.
3. **Life Insurance: New Life Insurance Provider.** The Standard Life Insurance Company will be the State of Iowa's life and long-term disability (LTD) insurance carrier effective January 1, 2017. You do not need to re-enroll in life insurance. Your current supplemental life insurance elections will carry over to the new vendor.

4. **Wellness Program Reward:** The healthy opportunities wellness reward will be \$65.82 per month in 2017.
5. **Opt-Out Incentive:** The incentive to opt-out of a state-sponsored health insurance plan remains \$125 per month in 2017. To be eligible for the opt-out incentive, the employee cannot be covered by any state-sponsored health insurance plan through a family member. State-sponsored health insurance plans include plans offered by the Board of Regents or plans available to state retirees.

Benefit Elections During the Enrollment and Change Period

You can make the following changes to your benefits during the 2017 Enrollment and Change Period.

Health Insurance

- Enroll in a health insurance plan, if not currently enrolled.
- Change the contract holder in a double spouse family contract.
- Add or remove eligible family members from health insurance.
- Decline health insurance and elect the health insurance opt-out provision.
- Decline health insurance and not receive the health insurance opt-out.

Supplemental Life Insurance

- Apply to increase the amount of supplemental life insurance to the maximum per contract status.
- Decrease the amount of your supplemental life insurance.
- Cancel your supplemental life insurance.

Flexible Spending Accounts

- Enroll in the Health FSA and elect up to a maximum of \$2,550 on an individual basis.
- Enroll in the Dependent Care FSA and elect up to \$5,000 if married and filing a joint tax return, or \$2,500 if married and filing a separate tax return.

Premium Conversion Plan

- Change whether the premiums for health, dental, and supplemental life insurance are taken pretax (before federal, state, and FICA tax) or post-tax (after federal, state, and FICA tax).

Effective Date

Benefit elections made during the Enrollment and Change Period will be effective **January 1, 2017**. Increases to supplemental life coverage will be effective the first of the month after DAS receives approval from The Standard Life Insurance Company.

Visit IowaBenefits to Make Elections and Changes

To make your benefit elections and changes, visit the State of Iowa's online enrollment system, IowaBenefits ((<https://bfi.secure-enroll.com/go/stateofiowa>)). Instructions for logging into IowaBenefits are located at the DAS Benefits website (<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/group-insurance/iowabenefits>.)

IowaBenefits and Social Security Numbers

Similar to last year, the State must generate a report (Internal Revenue Service [IRS] Form 1095) to the IRS on the health insurance being offered to employees and retirees.

The State must report to the IRS:

- The name, address, and Social Security number of the employee and retiree, and
- The name and Social Security number of each individual covered by the employee and retiree's health insurance plan

The IowaBenefits system (<https://bfi.secure-enroll.com/go/stateofiowa>) is used to complete the information on IRS Form 1095 for both you and your covered dependents.

The information in IowaBenefits (<https://bfi.secure-enroll.com/go/stateofiowa>) must match the Social Security information.

Please ensure all individual names and Social Security numbers are listed exactly as they are shown on the Social Security card(s).

If you need assistance accessing or updating your information in IowaBenefits(<https://bfi.secure-enroll.com/go/stateofiowa>), please contact your Human Resources Associate.

Benefit Eligibility

You are eligible to participate in the 2017 Enrollment and Change if you are:

- A permanent or probationary employee and
- You work the following hours per week:
 - **20 hours per week**
 - Health Insurance
 - Dental Insurance
 - Flexible Spending Accounts
 - Premium Conversion
 - **30 hours per week**
 - Supplemental Life Insurance

Family Members Eligible for Insurance Coverage

Family members eligible for health and dental insurance coverage are:

- Your spouse (A husband or wife as the result of a marriage that is legally recognized in Iowa. This does not include a spouse from whom you are legally separated or divorced.)
- Your children

Children

A child eligible for coverage is:

- Your natural child
- A child placed with you for adoption or a legally adopted child
- A child for whom you have legal guardianship
- A stepchild
- A foster child

You may be required to provide documentation that a dependent is eligible as defined above.

Children Eligibility

Your child may be covered for health and dental insurance through the end of the year in which they turn age 26. The dependent child under age 27 can:

- Be a student or non-student
- Live in Iowa or outside Iowa
- Be unmarried or married (A dependent's spouse is not eligible for coverage.)

Your dependent child who is an unmarried, full-time student in an accredited institution of postsecondary education may be covered regardless of age.

Your unmarried, dependent child who is totally and permanently disabled, physically or mentally, may be covered regardless of age. (The disability must have existed before the dependent child turned age 27 or while a full-time student.)

Health Insurance

SPOC-covered employees are eligible for Alliance Select.

2017 Monthly Health Insurance Premiums

SPOC-Covered WITH the Wellness Reduction of \$65.82 per month

	Monthly Premium	State Share	Employee Share
Alliance Select			
Employee only	\$428.85	\$408.89	\$19.96
Employee and Spouse	\$878.28	\$768.44	\$109.84
Employee and Child(ren)	\$811.81	\$715.27	\$96.54
Employee, Spouse and Child(ren)	\$1,316.14	\$1,118.72	\$197.42
Double Spouse – Contract Holder	\$658.07	\$592.27	\$65.80
Double Spouse – Contributing Spouse	\$658.07	\$526.45	\$131.62

SPOC-Covered WITHOUT the Wellness Reduction

	Monthly Premium	State Share	Employee Share
Alliance Select			
Employee only	\$428.85	\$343.07	\$85.78
Employee and Spouse	\$878.28	\$702.62	\$175.66
Employee and Child(ren)	\$811.81	\$649.45	\$162.36
Employee, Spouse and Child(ren)	\$1,316.14	\$1,052.90	\$263.24
Double Spouse – Contract Holder	\$658.07	\$526.45	\$131.62
Double Spouse – Contributing Spouse	\$658.07	\$526.45	\$131.62

Double Spouse Family Insurance Contract

If you and your spouse are both employees of the State of Iowa, you have the option of enrolling in the double spouse family insurance contract. The double spouse family insurance contract is one family health insurance plan with the total premium being split between each spouse rather than paid by just one. One employee is considered the contract holder in the double spouse family insurance contract, while the other spouse is a dependent under the contract holder's health insurance plan.

If a SPOC-covered employee is the contract holder of the health insurance, each spouse will pay 20 percent of the double spouse premium. If the contract holder participates in the Healthy Opportunities Wellness Program, the contract holder's monthly employee share will be reduced by the 2017 Healthy Opportunities reward. The contributing spouse of a SPOC-covered employee cannot participate in the Healthy Opportunities Wellness Program.

	State Contribution	Employee Contribution
Contract Holder	80 percent of the total monthly premium plus the 2017 Healthy Opportunities reward	20 percent of the total monthly premium minus the 2017 Healthy Opportunities reward
Contributing Spouse	80 percent of the total monthly premium	20 percent of the total monthly premium

Contact your Human Resources Associate before making any changes to your double spouse family contract.

Health Insurance Opt-Out

You may opt-out of a state-sponsored health insurance plan and receive \$125 monthly.

To be eligible to opt-out of health insurance and receive the \$125 payment, you must be:

- Full-time (work 30 or more hours per week) benefit-eligible employee

And

- Not be covered by any state-sponsored (active, retiree and Board of Regents) health insurance plan through a family member, including a domestic partner.

The \$125 opt-out payment is:

- Paid on the first pay warrant of the month
- Taxed as part of your income at your W-4 requested withholding status
- Included in the calculation of the IPERS benefit

You must **elect the opt-out option in IowaBenefits** (<https://bfi.secure-enroll.com/go/stateofiowa>) during the 2017 Enrollment and Change Period. If you do not elect the opt-out option in IowaBenefits (<https://bfi.secure-enroll.com/go/stateofiowa>), you will **not default** to the opt-out option.

Life Insurance

Basic Life Insurance

The State pays 100 percent of the premium for basic life and accidental death and dismemberment (AD&D) insurance. The basic amount of coverage is \$50,000. (Age reductions apply beginning at age 65.)

Supplemental Life Insurance

In addition to the basic life insurance coverage, you have an opportunity to elect supplemental term life insurance at group rates.

	Minimum Amount	Maximum Amount	Purchase in Increments
Supplemental Life Insurance*	\$25,000	\$250,000	\$25,000

* Age reductions apply beginning at age 65.

Changing Your Supplemental Life Insurance Election

If you want to increase your supplemental life insurance coverage:

- You can purchase additional life insurance from \$5,000 to \$100,000 in increments of \$5,000. (Evidence of insurability must be provided to and approved by The Standard Life Insurance Company before the increased coverage can go into effect.) After the Enrollment and Change Period is over, Standard Life Insurance Company will mail you a Personal Health Application. You must complete and mail the Personal Health Application back to them.
- Increases to supplemental life coverage will be effective the first of the month after DAS receives approval from The Standard Life Insurance Company.

If you want to decrease or cancel your supplemental life insurance coverage:

- You can decrease the amount of your supplemental life coverage or cancel your supplemental life insurance coverage. Your election to increase or decrease your supplemental life insurance coverage is made in IowaBenefits and is effective January 1, 2017.

Effective Date

Decreases to supplemental life coverage made during the Enrollment and Change Period will be effective **January 1, 2017**. Increases to supplemental life coverage will be effective the first of the month after DAS receives approval from The Standard Life Insurance Company.

Flexible Spending Accounts

Flexible Spending Accounts (FSAs) allow you to set aside pretax dollars to reimburse you for eligible health or dependent care expenses.

When you enroll in a Flexible Spending Account, you decide how much to contribute to each account for calendar year 2017. The money is then deducted from your paycheck pretax (before federal and state income taxes and FICA taxes are deducted) in equal amounts over the course of the year. After you incur expenses that qualify for reimbursement, you submit claims (reimbursement requests) to ASIFlex (the administrator of the program) to request tax-free withdrawals from your Flexible Spending Account to reimburse yourself for these expenses.

You may elect to have your reimbursement placed directly into your checking or savings account by adding direct deposit information into IowaBenefits when you enroll.

Health FSA

With the Health FSA, certain health care expenses for you and your eligible family members can be reimbursed. Medical expenses eligible for reimbursement include most medically necessary health care expenses that are not paid through medical or dental insurance plans. *Your share of health and dental insurance premiums are not eligible to be reimbursed from the Health FSA. Premiums are already made with pretax dollars.*

Maximum Annual FSA Elections

The maximum annual Health FSA contribution is **\$2,550** per employee per plan year.

No more use it or lose it!

Up to \$500 of unused health FSA amounts remaining at the end of 2017 can be carried over to reimburse medical expenses incurred during the entire calendar year of 2018.

The carryover will not reduce your 2018 election. The carryover of up to \$500 is in addition to the State's plan limit of \$2,550. You can carry over up to \$500 of unused funds for a total of \$3,050 to be used for calendar year 2018 expenses.

A great provision is that you do not have to enroll in the next year in order to use the \$500 carryover. You do have to be employed in 2018, but you do not have to enroll in the health flex plan to use your carryover dollars.

Dependent Care FSA

The Dependent Care FSA reimburses you for qualified dependent care expenses necessary for you to work, or if you are married, for you and your spouse to work. Expenses eligible for reimbursement up to the annual maximum limit include:

- Care of dependent children under age 13
- Care of adult disabled dependents

Maximum Annual FSA Elections

The maximum annual Dependent Care FSA contribution is \$5,000 per household (\$2,500 if you are married and file a separate tax return).

Grace Period

The grace period for the Dependent Care FSA allows you to incur eligible expenses in the year after the plan year ends, through March 15 of the second year. For instance, if your 2017 Dependent Care FSA is \$5,000 and you incur claims totaling \$4,400 in 2017, you can incur claims for \$600 from January 1, 2018 – March 15, 2018, and be reimbursed from your 2017 Dependent Care FSA.

Enrolling in Flexible Spending Accounts

You must enroll each year in IowaBenefits to participate in either or both of the Flexible Spending Accounts.

If you are currently enrolled and are enrolling for 2017, please check your existing deposit information in IowaBenefits for accuracy. The State of Iowa encourages you to "go green" by receiving reimbursements via direct deposit and paperless notifications from ASIFlex

(https://das.iowa.gov/sites/default/files/hr/fsa/documents/ASi_dir_dep_pprless_form.pdf) for the form to “go green.”

For more information about the FSA program, visit ASIFlex’s website (<http://www.asiflex.com/>), call ASIFlex at 800-659-3035, or visit DAS’s website (<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/additional-benefits/flexible-spending>).

Dental Insurance

The year 2017 is not an open enrollment period for dental.

You cannot enroll, add any dependents, or cancel your coverage during this Enrollment and Change Period. You will have to wait until the next open enrollment period to make changes to your dental insurance. .

The only exception is if you have a qualified life event that would allow you to add or remove dependents on your dental plan during 2017.

SPOC-covered Monthly Dental Insurance Premiums

Delta Dental	Monthly Premium	State Share	Employee Share
Single	\$31.91	\$31.91	\$0.00
Family	\$80.24	\$62.60	\$17.64
Double Spouse – Contract Holder	\$40.12	\$31.92	\$8.20
Double Spouse – Contributing Spouse	\$40.12	\$31.92	\$8.20

Premium Conversion Plan

If you work at least 1,040 hours per year, you have the option to pay your share of health, dental, and supplemental term life insurance premiums with pretax* dollars. Participating in the Premium Conversion Plan helps you:

- Decrease taxes
- Increase net take-home pay

All employees are enrolled in the Premium Conversion Plan at the time they are hired. Unless you have previously opted out, your enrollment will carry into 2017.

If you do not wish to participate in 2017, complete the Premium Conversion Plan election form (https://das.iowa.gov/sites/default/files/hr/documents/Premium_Conversion_Form_fillable.pdf) and forward it to your Human Resources Associate. You may not re-enroll until the 2018 Enrollment and Change Period, unless you have a qualifying life event (<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/group-insurance/health-dental-insurance-1>).

* The term *pretax*, for purposes of the Premium Conversion Plan, means "before federal, state, and FICA taxes." Your pretax premium amount will reduce the amount of wages reported to Social Security. The effect on your Social Security benefit will be proportional to the amount of total pretax premiums you pay.

For More Information

If you have questions or need more information, contact your Human Resources Associate or visit the DAS website (<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/2017-enrollment-change>).