



## IMPORTANT INFORMATION

# 2021 Benefit Enrollment and Change September 28 - October 30, 2020

The 2021 Enrollment and Change period is your opportunity to review your current State of Iowa benefit coverage and make changes. To simplify the process and help you make the best decisions regarding your benefits, the DAS benefits team has provided this valuable information for your assistance.

This issue of *HRExpress* is dedicated solely to the 2021 Enrollment and Change period. All of the information you need to know for review, decision-making, and enrollment is broken down into three easy steps outlined in the *A Step by Step* section below.

**We encourage you to read this information carefully.**

## 2021 Enrollment and Change Period Highlights

Highlights and changes to benefits and premiums effective in 2021 follow:

- **Health and Dental Enrollment for 2021**

If you do not make any changes to your health and/or dental insurance during this Enrollment and Change period, your 2020 options and coverage level (single or family) for health and/or dental will automatically remain the same in 2021.

- **New Prescription Drug Tier for Iowa Choice and National Choice**

Beginning in 2021, Iowa Choice and National Choice will have an additional prescription drug tier. Tier 4 will have a **\$75 copay** for a 30-day supply.

Drugs located on **Tier 4** are available in other **lower-cost formulations** on lower tiers of the formulary. Tier 4 drugs are the least cost-effective products within a class of drugs. Drugs available on a lower tier of the formulary are more affordable, providing the greatest value.

If you are currently taking a drug which will be a Tier 4 drug in 2021, Wellmark will notify you in writing.

- **Double Spouse Options**

If you and your spouse are both State of Iowa employees, the option of each spouse paying half of the employee's share of the health and/or dental premium amount **will not be available**.

Spouses who are both State employees will have two health and dental options beginning in 2021:

- **Option One:** One spouse can be the contract holder of the health option and cover all family members. The other spouse would decline coverage in [IowaBenefits](#). The contract holder pays the full employee share of the premium.
- **Option Two:** If there are no family members to be covered, each spouse may elect single coverage.

**If you and your spouse currently pay half of the monthly premium amount, contact your Human Resources Associate before making any changes to your elections.**

Note: You cannot be covered as both an employee or retiree and a dependent under the State's health and dental insurance plans. You, your spouse, domestic partner, and dependents cannot be covered under two state policies.

- **Flexible Spending Account Notice and Increase**

To participate in the Health Flexible Spending Account (FSA) or the Dependent Care FSA, or both, employees must enroll **each year** in [IowaBenefits](#). If you wish to enroll for 2021, you will need to go to [IowaBenefits](#) to update your election.

The maximum Health FSA contribution increases to **\$2,750 in 2021** from \$2,700 in 2020. The maximum Dependent Care FSA contribution remains at \$5,000.

- **Domestic Partner**

All employees covering a domestic partner need to complete a new declaration during this Enrollment and Change period.

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## A Step-By-Step Guide

Click on the links below to guide you through the Enrollment and Change process:

[Step One:](#) Determine Your Eligibility and Review the Benefits.

[Step Two:](#) Finalize Your Decisions.

[Step Three:](#) Proceed to Enrollment in [IowaBenefits](#).

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## Step One: Determine Your Eligibility and Review Benefits

### Benefit Eligibility

Following are the benefits you can elect during the 2021 Enrollment and Change period. You are eligible for the following benefits based upon the number of hours you work per week.

| Work at least 30 hours per week | Work 20-29 hours per week  |
|---------------------------------|----------------------------|
| Health insurance                | Health insurance           |
| Health insurance opt-out        | Dental insurance           |
| Dental insurance                | Flexible Spending Accounts |
| Flexible Spending Accounts      | Pre-tax premium conversion |
| Supplemental life insurance     |                            |
| Pre-tax premium conversion      |                            |

**Eligible Family Members:** Review the information for family member coverage on the [Benefit Eligibility for Family Members](#) web page.

## Health Insurance

During the Enrollment and Change period or qualified life event, you may enroll in health coverage, change to family or single coverage, add eligible family members to your health insurance, or remove eligible family members from your health insurance.

**All employees (except those covered by SPOC) can choose one of these two health insurance options for 2021:**

- **Iowa Choice:** Offers access to a large selection of doctors and hospitals in Iowa and in counties sharing a border with Iowa. Iowa Choice is a Health Maintenance Organization (HMO) plan. Providers who participate belong to the Wellmark Blue HMO network. Benefits for covered services are available only when received from Wellmark Blue HMO network providers. Services received from non-participating providers will not be paid by Wellmark. Visit the [Wellmark](#) website to check participating providers in your area. Services received from out-of-network providers may be covered in the case of accidental injuries or emergencies.
- **National Choice:** Offers access to a large selection of doctors and hospitals in Iowa and nationwide. With National Choice, you may seek health care from any provider located in the United States. While you can see any provider you choose, you will have lower out-of-pocket expenses if you choose a Wellmark Blue Preferred Provider Organization (PPO) network provider.

### For SPOC-Covered Employees Only

- **Alliance Select:** Offers access to a large selection of doctors and hospitals in Iowa and nationwide. With Alliance Select, you may seek health care from any provider located in the United States. While you can see any provider you choose, you will have lower out-of-pocket expenses if you choose a Wellmark Blue PPO network provider.

## Health Insurance Summary

To assist you in making an informed decision about the best coverage for you and your family, review your health insurance options outlined on the [2021 Enrollment and Change](#) web page, including:

- A side-by-side summary of the Iowa Choice and National Choice options.
- A summary of the Alliance Select plan (for SPOC-covered employees only.)

## 2021 Iowa Choice and National Choice Monthly Insurance Premiums

Changes to your health insurance premium deductions will be reflected on the pay warrant issued **December 18, 2020**.

| <b>Full-time Employees<br/>(30+ hours a week)</b>    | <b>Total<br/>Premium</b> | <b>State<br/>Share</b> | <b>%</b> | <b>Employee<br/>Share</b> | <b>%</b> |
|--|--------------------------|------------------------|----------|---------------------------|----------|
| <b>Iowa Choice</b>                                   |                          |                        |          |                           |          |
| Employee   | \$769.00                 | \$715.00               | 93%      | <b>\$54.00</b>            | 7%       |
| Family   | \$1,804.00               | \$1,624.00             | 90%      | <b>\$180.00</b>           | 10%      |
| <b>National Choice</b>                               |                          |                        |          |                           |          |
| Employee   | \$845.00                 | \$715.00               | 85%      | <b>\$130.00</b>           | 15%      |
| Family   | \$1,966.00               | \$1,624.00             | 83%      | <b>\$342.00</b>           | 17%      |
| <b>Part-time Employees<br/>(20 -29 hours a week)</b> | <b>Total<br/>Premium</b> | <b>State<br/>Share</b> | <b>%</b> | <b>Employee<br/>Share</b> | <b>%</b> |
| <b>Iowa Choice</b>                                   |                          |                        |          |                           |          |
| Employee   | \$769.00                 | \$358.00               | 47%      | <b>\$411.00</b>           | 53%      |
| Family   | \$1,804.00               | \$812.00               | 45%      | <b>\$992.00</b>           | 55%      |
| <b>National Choice</b>                               |                          |                        |          |                           |          |
| Employee   | \$845.00                 | \$358.00               | 42%      | <b>\$487.00</b>           | 58%      |
| Family   | \$1,966.00               | \$812.00               | 41%      | <b>\$1,154.00</b>         | 59%      |

## 2021 Alliance Select Insurance Monthly Premiums (SPOC-Covered Only)

| Full-time Employees     | Total Premium | State Share | %   | Employee Share  | %   |
|-------------------------|---------------|-------------|-----|-----------------|-----|
| Single                  | \$548.91      | \$521.47    | 95% | <b>\$27.44</b>  | 5%  |
| Employee and Child(ren) | \$1,039.09    | \$914.41    | 88% | <b>\$124.68</b> | 12% |
| Employee and Spouse     | \$1,124.17    | \$988.27    | 88% | <b>\$134.90</b> | 12% |
| Family                  | \$1,684.60    | \$1,431.92  | 85% | <b>\$252.68</b> | 15% |

### Health Insurance Opt-Out

You may be eligible to opt out of State-sponsored health insurance coverage and receive a payment of \$125 monthly if:

- You are a full-time (30 or more hours per week) benefit-eligible employee  
**AND**
- You are **NOT** covered by an Alliance Select (SPOC-covered), Iowa Choice, or National Choice active or retiree health insurance option through a family member.

### Electing to Opt Out of Health Insurance

If you elected the health insurance opt-out in 2020 and want to continue the opt-out option in 2021, the election will roll over into 2021. If you want to opt out beginning in 2021, you will need to do so in [IowaBenefits](#) (see Step Three).

### Opt-Out Payment

The \$125 opt-out payment is:

- Paid on the first pay warrant of the month.
- Taxed as part of your income as your W-4 requested withholding status.
- Shown on the online payroll warrant in the “Other Pay” field.

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## Dental Insurance

During the Enrollment and Change period or qualified life event, you may enroll in dental coverage, change to family or single coverage, add eligible family members to your dental insurance, or remove eligible family members from your dental insurance.

### Dental Insurance Summary

Summaries of the Delta Dental plans are available on the [2021 Enrollment and Change](#) web page.

## 2021 Monthly Dental Premiums for All Employees (Except SPOC-Covered)

| Full-time Employees<br>(30+ hours a week)    | Total<br>Premium | State<br>Share | %    | Employee<br>Share | %   |
|--|------------------|----------------|------|-------------------|-----|
| Employee                                     | \$31.00          | \$31.00        | 100% | <b>\$0</b>        | 0%  |
| Family                                       | \$83.00          | \$41.50        | 50%  | <b>\$41.50</b>    | 50% |
| Part-time Employees<br>(20 -29 hours a week) | Total<br>Premium | State<br>Share | %    | Employee<br>Share | %   |
| Employee                                     | \$31.00          | \$16.00        | 52%  | <b>\$15.00</b>    | 48% |
| Family                                       | \$83.00          | \$21.00        | 25%  | <b>\$62.00</b>    | 75% |

## 2021 Monthly Dental Premiums for SPOC-Covered Employees

| Full-time Employees | Total<br>Premium | State<br>Share | %    | Employee<br>Share | %   |
|---------------------|------------------|----------------|------|-------------------|-----|
| Single              | \$35.00          | \$35.00        | 100% | <b>\$0</b>        | 0%  |
| Family              | \$87.00          | \$67.86        | 78%  | <b>\$19.14</b>    | 22% |

The 2021 dental insurance premiums will be reflected beginning with the pay warrant issued **December 18, 2020**.

## Flexible Spending Accounts

A **Flexible Spending Account (FSA)** allows you to set aside money from your paycheck (with no tax withholding) to pay for medical or dependent care expenses. If you wish to make contributions in 2021 to a Health or Dependent Care FSA, you must actively enroll during the Enrollment and Change period. For more information on who is covered under your FSA as an eligible dependent, please visit the [Health FSA](#) web page.

Here's how the program works: You decide how much to set aside annually for health or dependent care expenses, or both. This amount is divided equally by 24 (pay periods).

- Through payroll deduction, this amount is taken from your paycheck before taxes and deposited into your FSA account(s).
- You incur an expense and choose a claim option to receive reimbursement. ASI Flex (the State's FSA administrator) processes your claim and sends you a reimbursement by direct deposit or check. You may elect to have your reimbursements placed directly into your checking or savings account by adding direct deposit information into IowaBenefits when you enroll.

- The automatic payment option allows you to be reimbursed for expenses without having to submit claim forms or supporting documentation.

## Health FSA

A **Health Flexible Spending Account (HFSA)** is for eligible medical expenses such as coinsurance, copays, deductibles, over-the-counter (OTC) drugs, and for prescription drugs for health, dental, and vision care for you, your spouse, and your dependents.

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

Information on commonly claimed expenses is available at the [ASI Flex Eligible Expenses](#) website or from ASI Flex customer service at 800-659-3035.

## Maximum Annual Health FSA Election

The maximum Health FSA contribution is **\$2,750** in 2021. **This limit is per employee, not per household.** A State employee's limit is not lowered if the employee's spouse also contributes to a health FSA plan, whether the spouse- works for the State or elsewhere.

## Carryover Amount

Up to \$500 of unused 2020 Health FSA contributions remaining at the end of 2020 can be carried over to reimburse expenses incurred during calendar year 2021. The carryover will not reduce your 2021 election, but must be used in 2021 or it will be forfeited. The carryover of up to \$500 is in addition to the State's annual plan limit of \$2,750. Should you leave employment in 2021, your ability to receive reimbursement from carryover dollars ends on the last day of the final month of your employment.

## Dependent Care FSA

A **Dependent Care Flexible Spending Account (DCFSA)** is for the expenses of child care under 13 or an adult incapable of self-care so you and your spouse, if any, remain able to work. The Dependent Care FSA expenses eligible for reimbursement up to the annual maximum limit include:

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

Information on commonly claimed expenses is available at the [ASI Flex Eligible Expenses](#) website or from ASI Flex customer service at 800-659-3035.

## Maximum Annual Dependent Care 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 through March 15, 2022. For instance, if your 2021 Dependent Care FSA election is \$5,000 and you incur claims totaling

\$4,400 in 2021, you can incur claims for \$600 from January 1, 2022 - March 15, 2022, and be reimbursed from your 2021 Dependent Care FSA.

Any changes to your FSA elections will be reflected on your pay warrant issued **January 15, 2021**.

## Life Insurance

The State of Iowa's life insurance plan provides your family financial protection in the event of your death. Each year, you can make changes to your supplemental life insurance coverage during the Enrollment and Change period.

### Basic Life Insurance

The State pays 100 percent of the premium for basic life and accidental death and dismemberment (AD&D) insurance. The amount of coverage is:

| Eligible Employees                | Basic Life Insurance* |
|-----------------------------------|-----------------------|
| All employees except SPOC-covered | \$20,000              |
| SPOC-covered employees            | \$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.

| Eligible Employees                | Minimum Amount of Supplemental Life Insurance Available* | Purchase Additional Coverage in Increments | Maximum Amount of Supplemental Life Insurance Available* |
|-----------------------------------|--|--|--|
| All employees except SPOC-covered | \$5,000  | \$5,000                                    | \$100,000  |
| SPOC-covered employees            | \$25,000   | \$25,000                                   | \$250,000  |

\* Age reductions apply beginning at age 65.

Rates for supplemental life insurance can be found at the [2021 Enrollment and Change](#) web page and [IowaBenefits](#).

Increases, decreases, or cancellation of supplemental life insurance are made in [IowaBenefits](#).

### Increasing Your Supplemental Life Insurance

During the Enrollment and Change period, you may elect to increase your supplemental life insurance coverage up to the maximum allowed of \$100,000 (\$250,000 for SPOC-covered employees). Any increases to your supplemental life coverage must be approved by The Standard Life Insurance Company before becoming effective.



When you make an election to increase your life insurance coverage in [IowaBenefits](#), you will be prompted to complete the Evidence of Insurability (EOI) online. The EOI for additional supplemental life insurance you elect during the Enrollment and Change period must be on file with The Standard within 60 days of the end of Enrollment and Change. If the EOI is not on file by **December 29, 2020**, your request for additional supplemental life will be denied.

If approved, the increase in supplemental life coverage will be effective January 1, 2021, or the first of the month following written notification of approval by The Standard.

### **Decrease or Cancellation of Your Supplemental Life Insurance**

During the Enrollment and Change period, you may elect to decrease the amount or cancel your supplemental life insurance. The decrease or cancellation does not require approval and will be effective January 1, 2021.

### **No Change in Your Supplemental Life Insurance**

If you do not want to change the amount of your supplemental life insurance, you do not have to re-elect the amount in [IowaBenefits](#). Your 2020 election will carry forward into 2021.

### **Life Insurance Beneficiaries**

The Enrollment and Change period is the perfect time to review, add, or change your life insurance beneficiaries, even though life insurance beneficiaries can be added or changed in [IowaBenefits](#) at any time during the year.

If you still have not added your life insurance beneficiaries in [IowaBenefits](#), don't delay. Having an up-to-date beneficiary designation will help ensure your life insurance benefits are directed where you intend. There are instructions on the [2021 Enrollment and Change](#) web page to assist with updating beneficiaries.

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## **Premium Conversion Plan**

The Premium Conversion Plan allows you to pay your share of health, dental, and supplemental life insurance **before** federal, state, and FICA taxes are calculated. By deducting premiums from your salary on a pretax basis, you save money on your income and FICA taxes.

All employees are enrolled in the Premium Conversion Plan at the time they are hired, unless they opt out during their first 30 days of employment.

If you wish to change your participation in the Premium Conversion Plan for 2021 (elect into or out of this benefit), complete the [Premium Conversion \(Pretax\) Program form](#) and send it to your [Human Resources Associate](#). If you choose to change your participation, you may not make another change until the 2022 Enrollment and Change period, unless you have a [qualifying life event](#).

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## **Step Two: Finalize Your Decisions**

There are many factors to consider when choosing your benefits for 2021. For additional information, webcasts will be available during the Enrollment and Change period. A schedule of the presentations is available on the [2021 Enrollment and Change](#) web page.

When you know what benefits you would like to elect or change, move on to Step Three.

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## Step Three: Proceed To Enrollment

Employees will make their 2021 benefit elections in [IowaBenefits](#).

### Important reminders:



- If you do not make any changes in your health or dental insurance during this Enrollment and Change period, your 2020 option and coverage level for health and dental will automatically remain the same in 2021.
- To participate in the Health Flexible Spending Account (FSA) or the Dependent Care FSA, or both, employees must enroll each year in [IowaBenefits](#). If you wish to enroll for 2021, please visit [IowaBenefits](#) to update your 2021 election.
- All benefit elections for 2021 must be made in [IowaBenefits](#) as outlined below.
- Once you have logged into [IowaBenefits](#), you will go through a series of screens. Make sure you are on the “Open Enrollment Benefits” tab and click on the “Get Started” button. Once you have gone through the different benefits and saved those actions, [IowaBenefits](#) will display the confirmation screen as shown below.

✓ Congratulations [redacted] you have finished selecting your benefits!

|  |  |   |  |
|--|--|---|--|
| <br>Medical<br>2020 Iowa Choice<br>Just You | <br>Dental<br>2020 Delta Dental<br>Just You | <br>Basic Life<br>2020 Basic Life and AD&D | <br>Supplemental Life<br>2020 Supplemental Life |
|--|--|---|--|

[Show all 5 of my benefits](#) ▼

Helpful things to do right now

|  |  |
|--|--|
| <br>Write down your confirmation number: <b>58512799-3f934f</b> | <br>Review and print a copy of your <a href="#">Benefit Detail Report</a> |
|--|--|

[Continue to next page](#)

[View and edit all benefits](#)

**ACTION IS NEEDED IN [IowaBenefits](#) DURING THE 2021 ENROLLMENT AND CHANGE PERIOD IF ANY OF THE FOLLOWING APPLY TO YOUR SITUATION:**

### Health Insurance

- Newly enroll, change, or cancel your health insurance plan.
- Change your coverage level.
- Add or remove eligible family members.
- Elect the health insurance opt-out.
- If no health coverage is needed, decline coverage.

### Dental Insurance

- Enroll in dental insurance.
- Cancel your dental insurance.
- Change your coverage level.
- Add or remove eligible family members.
- If no dental coverage is needed, decline coverage.

### Flexible Spending Accounts

- Enroll in the Health Flexible Spending Account and elect up to a maximum of \$2,750 in 2021.
- Enroll in the Dependent Care Flexible Spending Account 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 for 2021.

### Supplemental Life Insurance

- Apply to increase the amount of supplemental life insurance up to the maximum amount available. The EOI for additional supplemental life insurance must be on file with The Standard by **December 29, 2020**.
- Decrease the amount of your supplemental life insurance election.
- Cancel your supplemental life insurance.

### Premium Conversion

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

### Important Dates to Remember

- **December 18, 2020** - Changes to health and dental insurance deductions will be reflected on the pay warrant issued December 18, 2020.
- **December 29, 2020** - The Evidence of Insurability (EOI) for additional supplemental life insurance you elect during the Enrollment and Change period must be on file with The Standard
- **January 1, 2021** - Benefit elections made during the 2021 Enrollment and Change period are effective January 1, 2021.
- **January 15, 2021** - FSA elections will be deducted starting on the pay warrant issued January 15, 2021.

**The 2021 Enrollment and Change period ends on October 30, 2020.**

Please feel free to print a copy of this month's newsletter to share with co-workers.

"HRExpress" is a bi-monthly publication for State of Iowa employees.

If you have questions or suggestions for future content, please contact us at

[hrexpress@iowa.gov](mailto:hrexpress@iowa.gov)