



# Benefit News

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## Notice:

**Your December pay-check includes all your new Benefit deductions. Please verify your new deductions reflect any changes made during the Open Enrollment period. See Page two for details.**

## Focus on State Health

It is the new year and time for many of us to get organized. State Health will be looking for proof of eligibility for *Dependents* you signed up during Open Enrollment. For instance, if you signed up a new child or spouse, you will be required to provide documentation. Here is a breakdown of what documentation is required for new enrollments or new dependents to be covered by the health plan, SHBP:

**Spouse** – copy of certified marriage license or most recent federal tax return (for those filing jointly)

**Natural Child** – copy of certified birth certificate

**Step Child** – Copy of certified birth certificate (showing spouse as natural parent) and copy of marriage license and notarized statement confirming the dependent child lives in your home at least 180 days per year.

**Legally Dependent Child** – copy of court decree confirming financial responsibility for the child and copy of certified birth certificate and notarized statement confirming the dependent child lives in your home on a permanent basis.

Write your name and ss# on every copy of each piece of documentation you provide (in bold print) and mail to:

State Health Benefit Plan  
Dependent Verification Unit  
P.O. Box 2827  
Atlanta, GA. 30301

### Health Plan Provider Contact Info

United Healthcare	www.myuhc.com	866-527-9599
CIGNA	www.mycigna.com	800-633-8519

New Health Plan cards will be mailed to your home address by United Healthcare and CIGNA prior to January 1, 2009. If you don't receive a card timely, contact the company.

## The Benefit Insider Answers Your Questions

**Where do I get a dental claim form? Claim forms** – are posted online for your convenience. Login to Benefits Management System, Click on the DENTAL tab, the PLAN? button, and then the routine claim form or orthodontia claim form.

**I just signed up for a medical FSA, when will I get my debit card? Debit cards** will be mailed to your home address shortly after January 1<sup>st</sup>. Feel free to request an additional debit card (for your spouse, if applicable) by completing a debit card request form online – on the Benefits Management System, Click on the FLEX tab and the PLAN? button. Complete the request form and forward to Processworks.

**I had an FSA in 2008, is my debit card still good? YES**, Please KEEP your Debit card. New monies will be loaded onto the card for 2009. Use a claim form to get reimbursed for those last minute 2008 expenses. **Where do I get an FSA claim form?** Claim forms are posted online in our Benefits Management System. If you choose not to use the debit card to pay for eligible flex plan expenses or if your provider does not accept the debit card, reimbursement is still quick – usually, just 2 business days.





## Spotlight — Deciphering Your Paycheck for Benefits

Your December paycheck has all your deductions for the benefits you chose during open enrollment this October. It is important that you review your check stub and compare it to your benefits confirmation statements to ensure you are getting the benefits you want. Here is the key to deciphering your paycheck for benefits and other stuff:

Benefit Code	Description	Other Code	Definition
CANCER	Cancer Insurance- Pre Tax	BOND	US Savings Bond
CANC NON	Cancer Insurance- After Tax	VAL 457	Valic 457 Plan
DEN CAFÉ	Dental Insurance-Pre Tax	VAL403(b)	Valic TSA 403B Plan
DEN NON	Dental Insurance - After Tax	VALRET	Valic Retirement
SMN	State Health Classified -Pre Tax	MERASTAH	Homeowners Insurance
STMNN	State Health Classified -After Tax	MERASTAR	Car Insurance
DISA	Disability Insurance-Pre Tax	MISC	Miscellaneous Deduction
DISA NON	Disability Insurance-After Tax	HEA	HEA Credit Union
EMLIFCAF	Employee Life Insurance-Pre Tax	PWR	PWR Credit Union
EMLFNC	Employee Life Insurance-After Tax	UGF	United Givers Fund
FSA CC	Flexible Spending Account-Childcare	HAE	HAE Professional Dues
FSA MED	Flexible Spending Account-Medical	HAEOP	HAEOP Dues
SMC	State Health Certified - Pre Tax	SNP	School Nutrition Professional Dues
SMC NON	State Health Certified-After Tax	PAGE	PAGE Dues
DEP	Dependent Life Insurance-After Tax		

Please pay close attention to the Benefit Codes on the left of the chart. Those are the items that you may have changed or added during open enrollment for benefits. If you notice a problem with your benefit deductions, please contact the HCBE benefits office.

## State Health's HRA Plan: Wellness Initiative

If you signed up for one of the new State Health HRA plans, you may be eligible to earn extra dollars for your HRA account through the Wellness Initiative. Participants in this initiative can receive up to an additional \$125 for the employee and \$125 for a covered spouse. Here is how it works:

- \$25 will be added to your HRA account if you complete an online health assessment in

2009. Complete the health assessment after January 1<sup>st</sup> and the monies should post to your HRA account within 10 business days.

- \$100 will be added to your HRA account if you get a routine physical in 2009. Contact your in-network physician to schedule an appointment early in the year to receive the credit.

The Houston County Benefits Office has requested specific instructions from SHBP on the health assessment with each vendor – CIGNA and UHC. Look for more information to come to you soon.

