



Cork Factory Hotel

EMPLOYEE BENEFITS GUIDE

January 1, 2026 – December 31, 2026

CONTENTS

3	Introduction & Enrolling in Benefits
4	Medical Plan
8	Rx N Go
9	Telehealth
10	Flexible Spending Account
11	Dental Plan
12	Vision Plan
13	Carrier Contacts
14	Resources
15	Federal Regulations

Cork Factory Hotel strives to provide you and your family with a comprehensive and valuable benefits package. We want to make sure you're getting the most out of our benefits – that's why we've put together this Open Enrollment Guide.

Open Enrollment is a short period each year when you are permitted to make changes to your annual benefit elections. This guide will outline all the different benefit options, so you can identify which offerings are best for you and your family.

Benefit elections you make during open enrollment will become effective on 1/1/2026. If you have questions about any of the benefits stated in this guide, please do not hesitate to reach out to Human Resources, or The Graham Company Service Line at 1-888-842-1488.

INTRODUCTION

HIGHLIGHTS

- There will continue to be two medical plan options: Base Plan and Buy-Up Plan – administered by Luminare Health / ELAP.
- Your medical coverage will continue to include the Partners Direct Health (PDH) Network, covering more Physicians & Specialists in your area! You can search for PDH providers using <http://providers.partnersdirecthealth.com/>
- The dental insurance carrier has changed from Lincoln Financial to Equitable. Both plans, the PPO Base Plan and PPO Buy-Up Plan, will continue to offer the same level of benefits



OPEN ENROLLMENT CONSIDERATIONS

Open Enrollment begins on **10/27/25** and runs through **11/14/25**. The benefits you choose during Open Enrollment will become effective on 1/1/2026.

ENROLLMENT CONSIDERATIONS

If you have questions about any of the benefits stated in this guide, please do not hesitate to reach out to Sharon Lockwood, or The Graham Company Service Line at 1-888-842-1488.

WHO IS ELIGIBLE?

All full-time employees working 30 or more hours per week are eligible for health, dental, vision, and the FSA.

DEPENDENT COVERAGE

In addition to electing coverage for yourself, you can elect to cover your eligible dependents. Your eligible dependents include your spouse, your children up to age 26 regardless of student status, and your children of any age who are mentally or physically disabled and depend upon you for support.

QUALIFIED CHANGE OF STATUS

Unless you experience a life-changing qualifying event, you cannot make changes to your benefits until the next open enrollment period.

Qualifying events include (but are not limited to):

- Marriage, divorce or legal separation
- Birth or adoption of a child
- Change in child's dependent status
- Death of a spouse, child or other qualified dependent
- Change in residence
- Change in employment status or a change in coverage under another employer-sponsored plan

HOW TO ENROLL?

Please complete the enrollment form by November 14th if you wish to make changes to your current elections and/or enroll in the Flexible Spending Account. If you do not complete an enrollment form, your current elections will rollover into 2026.

MEDICAL PLANS

There will continue to be two medical plan options: Base Plan & Buy-Up Plan. Administered by Luminare Health /ELAP.

	Base Plan	Buy-Up Plan
Medical Deductible <i>(Single/Family)</i>	\$2,000/\$4,000	\$0/\$0
Benefit Level <i>(Coinsurance)</i>	90%	100%
Out-of-Pocket Max <i>(Single/Family)</i> UPenn	\$7,150/\$14,300 \$5,500/\$11,000	\$7,150/\$14,300 \$5,500/\$11,000
Lifetime Maximum	Unlimited	Unlimited
OFFICE VISITS		
Primary Doctor Visit UPenn	\$20 Copay \$15 Copay	\$20 Copay \$15 Copay
Specialist Visit UPenn	\$40 Copay \$30 Copay	\$40 Copay \$30 Copay
Telehealth	\$0	\$0
Preventive Care	100%	100%
HOSPITAL CARE		
Inpatient Hospital Care UPenn	90% after deductible	\$500/day up to 5 days \$385/day up to 5 days
Outpatient Surgery UPenn	90% after deductible	\$250 Copay \$190 Copay
Emergency Room	\$500 Copay	\$500 Copay
OTHER SERVICES		
Complex Imaging UPenn	\$250 Copay \$190 Copay	\$250 Copay \$190 Copay
Lab/Radiology UPenn	\$0/\$40 Copay \$0 Copay	\$0/\$40 Copay \$0 Copay
Urgent Care UPenn	\$80 Copay \$60 Copay	\$80 Copay \$60 Copay
PRESCRIPTION DRUG <i>Retail (30-day supply)</i>		
Generic	\$10 Copay	\$10 Copay
Formulary	\$30 Copay	\$30 Copay
Non-Formulary	\$50 Copay	\$50 Copay
Specialty	80% Coinsurance	80% Coinsurance
Mail Order	2.5x Retail Copay	2.5x Retail Copay
EMPLOYEE CONTRIBUTIONS (weekly)		
Employee Only	\$37.93	\$49.58
Employee/Spouse	\$248.28	\$324.56
Employee/Child(ren)	\$144.20	\$188.51
Family	\$348.41	\$455.45

IMPORTANT INFORMATION: *Plan provisions are for illustrative purposes only. Please see plan documents for a full listing of plan coverage, exclusions, and limitations. The plan document will provide the final determination of benefits.

Luminare + ELAP

Your partners for fairness and affordability.

Overinflated hospital bills cause health plans to raise rates and members to pay more.

By partnering with ELAP Services, we eliminate this problem so that everyone pays only what's fair.

When life takes you here...

ELAP eases the financial pain...



- Hospital
- Emergency Room
- Outpatient Surgery
- Doctor Visits

Protects

ELAP works with your health plan to set fair and reasonable limits for healthcare services so you don't overpay for care.

Reviews

ELAP examines every bill line-by-line to catch overcharging or billing errors. If your plan is overcharged, we will let you know that we're reducing payment.

Supports

ELAP provides unlimited advocacy services if a provider doesn't accept your plan's payment. That's why we need you to look out for **balance billing**...

Know what you owe

Make sure your EXPLANATION OF BENEFITS (EOB)...

...Matches your BILL



From Luminare (not a bill)

Shows what your plan covered and the "Patient Responsibility" section shows what you'll owe. If you owe money, you'll get a bill from the hospital/provider for this amount.

From the hospital/facility

If the bill does not match the "Patient Responsibility" section of your EOB, call the number on the top of your ID card. We'll take care of it.

Most of the time, you'll never have a reason to contact us about a bill.
But if you do, our advocacy team is here to support you.

Care Navigation:

Get help finding the right care for you



You have access to **Care Navigation Services** through your health plan, which can make it easy to find a provider that fits your needs and works well with your benefits.

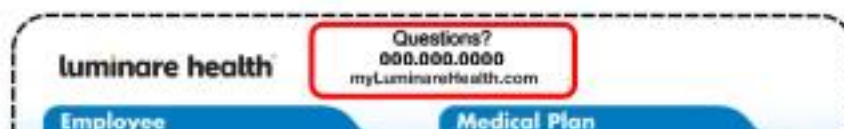
With the latest information on more than 200,000 doctors and facilities nationwide, our team of experts can help you:

- Find physicians or facilities near you.
- Compare providers based on quality scores and costs.
- Determine if they have historically accepted your plan's reimbursement.
- Help you select the provider that works best for you.

Getting this information can help you feel more confident in your choice of provider before you schedule a visit.

Call the Number on Your Benefits ID Card today to Get Started!

Our team can walk you through the process of selecting a healthcare partner at any stage of your care. Whether you have specific questions about your health plan, or need help finding a provider, give us a call. Your health plan may also include online access to this provider research at your convenience. Just ask about this option when you call.



Understanding Your Provider Options



Your plan makes sure you have access to care that meets your needs. Whether you choose an in-network or out-of-network provider, your plan's built-in price protection means you don't have to worry about overpaying.

Explore In-Network Providers

To see which contracted providers and facilities your plan includes, visit the links below.

- ✓ **Imagine Health:** Hospitals, outpatient facilities, physicians and more

providers.imaginehealth.com

- ✓ **Partners Direct Health (PDH):** Physicians and specialists

providers.partnersdirecthealth.com

- ✓ **HealthSmart:** Physicians and specialists

providerlookup.healthsmart.com

(Search "HealthSmart Physician/Ancillary Only")

Know That You Have Provider Choice

Have a preferred provider or facility that we don't contract with? Your health plan also offers the freedom to get care wherever you want with built-in price protection. Every claim is reviewed to find billing errors and overcharges. The result? You only pay what's fair and reasonable for care.

Get Help Finding a Provider

Once your plan is active, it is easy to make informed provider choices. An online provider search includes all provider and benefits details in one directory. Members are able to quickly find and compare providers.

Members can also contact the member services team for guidance. From finding options to making appointments, there's personalized support every step of the way.



RX 'N GO



NEW!

Humira, Stelara,
Enbrel, Cosentyx and
Copaxone may be
available for **FREE!**



CHECK MEDICATION
AVAILABILITY

**\$0 Copayment, \$0 Shipping Cost
90-Day Supply of Medications
Outstanding Customer Service Team**



Generics & Insulin

U.S. BASED MAIL-ORDER PROGRAM



Brand Name Medications

INTERNATIONAL MAIL- ORDER
PROGRAM

- ✓ ~1,500 generic medications, insulin products, branded & specialty medications shipped to your home for **FREE**
- ✓ Sign up over the phone (**888-697-9646**) or online at **rxngo.com**
- ✓ Medications are shipped to your home within 2-4 weeks from our domestic and Canadian pharmacy. Please have 30 days of your brand name medications on hand when placing your initial order!

? QUESTIONS?

Prescriber Information

PHONE 888-697-9646

FAX: 888-697-0646

ESCRIBE: Transition Pharmacy

NPI# 1336325265

Generics & Insulin Contact

888-697-9646

rxngo@transitionrx.com

Brand Medications Contact

833-390-1043

support@rxnkbeyond.com

Important! Only those specific medications covered by each program will be covered 100% of the cost. Any prescriptions received for medications not on each of the respective programs will be returned to you.

TELEHEALTH

Talk to a doctor anytime

Teladoc® gives you 24/7/365 access to U.S. board-certified doctors through the convenience of phone, video or mobile app visits. It's an affordable alternative to costly urgent care and ER visits when you need care now.



MEET OUR DOCTORS

Teladoc is simply a new way to access qualified doctors. All Teladoc doctors:

- Are practicing PCPs, pediatricians, and family medicine physicians
- Average 20 years experience
- Are U.S. board-certified and licensed in your state
- Are credentialed every three years, meeting NCQA standards

GET THE CARE YOU NEED

Teladoc doctors can treat many medical conditions, including:

- Cold & Flu symptoms
- Allergies
- Sinus problems
- Sore Throat
- Respiratory infection
- Skin problems
- And more!

WHEN CAN I USE TELADOC

Teladoc does not replace your primary physician it is a convenient and affordable option for quality care

- You need care now
- If you're considering the ER or urgent care for a non-emergency issue
- On vacation, on a business trip, or away from home
- For short term prescription refills



Teladoc.com



1.800.TELADOC (835-2362)

FLEXIBLE SPENDING ACCOUNTS (FSA)



As an employee of BJ Baldwin, you have the opportunity to contribute to a Flexible Spending Account (FSA). Ameriflex administers the FSA for BJ Baldwin.

- FSAs allow employees to reduce taxable income by setting aside pre-tax dollars to pay for qualified healthcare and dependent care expenses.



- Healthcare FSA: \$3,400 maximum annual contribution (2026)**

- Eligible expenses include health plan deductibles and coinsurance, medical, dental, vision, prescriptions, and limited over-the-counter products.

- Dependent Care FSA: \$7,500 maximum annual contribution (\$3,750 if married and filing separate tax returns)**

- Eligible expenses include after school programs, nursery/preschool tuition, daycare, etc.

- Contributed through payroll deductions

- Visit fsastore.com for an easy way to shop online for FSA eligible products.



FSAs have a “use it or lose it” provision.

Employees may only carry over \$680 of unused healthcare FSA funds from 2026 into the next plan year (2027).

CONVENIENCE CARD

If you choose to participate in the health care flexible spending account, you will receive an Ameriflex Convenience Card. The card gives you easy access to the funds in your employee-benefit account. You cannot use it at an ATM or to obtain “cash back” when making a purchase. You can use the card at Healthcare-related merchants, such as physician and dentist offices, vision care providers and hospitals.



HEALTH CARE FSA

The Health Care FSA allows you to use pre-tax dollars to pay for eligible healthcare expenses incurred by you or any other person whom you claim as a dependent on your federal income tax return. Set aside monies in your Health Care FSA for anticipated medical, prescription drug, dental and vision care expenses that are not covered at 100% by the health insurance plan.

DEPENDENT CARE FSA

If you have children, a disabled spouse, or elderly relatives, you know how important it is to have reliable and affordable care for them while you are at work. As long as you use dependent care services on a regular basis, you can take advantage of the Dependent Care FSA to help you pay for these expenses and get a tax break at the same time.

For an itemized list of eligible expenses that are reimbursable through your FSA account, visit www.irs.gov

DENTAL PLANS

(NEW!) Equitable

New for 2026, BJ Baldwin is offering dental through a new insurance carrier – **Equitable**. All members will have access to Equitable Dental Network with the same two plan options offered in 2026: The PPO Base Plan or The PPO Buy-Up Plan

With these plans, you have the flexibility to receive dental treatment from any dentist you choose, either participating or non-participating. However, you will experience cost savings by utilizing in-network dentists.

	EQUITABLE DENTAL BASE PLAN		EQUITABLE DENTAL BUY-UP PLAN	
BENEFIT OVERVIEW	IN-NETWORK (PPO)	OUT-OF-NETWORK	IN-NETWORK (PPO)	OUT-OF-NETWORK
ANNUAL DEDUCTIBLE (single/family)	\$50 / \$150		\$50 / \$150	
ANNUAL MAXIMUM	\$1,500 / \$1,000		\$1,500 / \$1,000	
COVERED SERVICES				
PREVENTATIVE: Exams, X-rays, Cleanings, Fluoride Treatment	100%	100%	100%	100%
BASIC: X-rays, Fillings, Emergency palliative treatment, Simple Extractions	100%	80%	100%	80%
MAJOR: Crowns, Bridges, Dentures, Prosthetics, Inlays/Onlays	Not Covered	Not Covered	60%	50%
ORTHODONTIA	Not Offered		50% up to a Lifetime Maximum of \$1,000	
EMPLOYEE CONTRIBUTIONS (weekly)	Base Plan		Buy Up Plan	
EMPLOYEE ONLY	\$1.56		\$3.46	
EMPLOYEE/SPOUSE	\$3.46		\$7.28	
EMPLOYEE/CHILD(REN)	\$3.78		\$9.96	
FAMILY	\$5.80		\$14.60	

*Out-of-network payments are made at the 90th percentile of Usual and Customary Charges.

The above is a brief description of the most commonly used benefits. It does not include all benefits, maximums, and/or limitations. Please refer to the carrier plan documents for more detail. The insurance company and Certificate of Coverage/Plan Documents will provide the final determination of benefits. Any discrepancies, the carrier plan document prevails.

VISION PLAN

NVA

Driving to work, reading a news article and watching TV are all activities you likely perform every day. Your ability to do all of these activities, though, depends on your vision and eye health. Vision insurance can help you maintain your vision as well as detect various health problems. Cork Factory Hotel's vision insurance through NVA entitles you to specific eye care benefits. Our policy covers routine eye exams and other procedures, and provides specified dollar amounts or discounts for the purchase of eyeglasses and contact lenses.

BENEFIT OVERVIEW		PARTICIPATING PROVIDERS	NON-PARTICIPATING PROVIDERS
VISION EXAM (every 12 months)		Covered 100%	Reimbursement up to \$32
FRAMES (every 24 months)		Retail allowance up to \$100; 20% discount off balance	Reimbursement up to \$30
LENSES (every 24 months)	Single	Covered 100%	Reimbursement up to \$24
	Bifocal	Covered 100%	Reimbursement up to \$36
	Trifocal	Covered 100%	Reimbursement up to \$46
	Progressive	Covered 100%	Reimbursement up to \$50
MEDICALLY REQUIRED CONTACTS		Covered 100%	Reimbursement up to \$225
CONTACTS IN LIEU OF GLASSES		Up to \$100 Retail; 15% discount conventional or 10% discount disposable balance	Reimbursement up to \$85
EMPLOYEE CONTRIBUTIONS (weekly)	Employee Only	\$1.71	
	Employee/Spouse	\$3.08	
	Employee/Child(ren)	\$3.08	
	Family	\$4.44	

The above is a brief description of the most commonly used benefits. It does not include all benefits, maximums, and/or limitations. Please refer to the carrier plan documents for more detail. The insurance company and Certificate of Coverage/Plan Documents will provide the final determination of benefits. Any discrepancies, the carrier plan document prevails.

CONTACTS

CARRIER NAME	CONTACT #	WEBSITE
<u>Carrier Name</u>	<u>Contact #</u>	<u>Website</u>
Luminare Health (Formerly Trustmark)	# at the top of your ID Card	www.luminarehealth.com
ELAP	800-977-7381	www.ELAPservices.com Balancebills@elapservices.com
Express Scripts (RxBenefits)	800-334-8134	RxHelp@rxbenefits.com www.rxbenefits.com
Teladoc	800-835-2362	www.teladoc.com
Equitable	800-423-2765	www.equitable.com
NVA	800-672-7723	www.e-nva.com
Ameriflex	888-868-3539	www.myameriflex.com
The Hartford	800-523-2233	www.thehartford.com

CUSTOMER SERVICE RESOURCES



EMPLOYEE BENEFIT SERVICE LINE

Employees that have inquiries related to claim payment, coverage explanations and eligibility are encouraged to call the insurance company as a first step to resolve the inquiry. If you feel that you still need assistance after contacting the insurance company, The Graham Company, Cork Factory Hotel's insurance broker, provides a call center to assist employees with inquiries related to claim payment, coverage explanations and eligibility. The Graham Company Employee Benefits Service Line can answer inquiries related to Medical Insurance, Dental Insurance, Life and Disability Insurance.

The service line is staffed Monday through Friday from 9:00 AM to 5:00 PM EST. (Bilingual representative available.)

1.888.842.1488 (toll free)
BenefitsAssist@grahamco.com



**GRAHAM
COMPANY™**

YOUR PLAN RIGHTS

NEW HEALTH INSURANCE MARKETPLACE COVERAGE NOTICE

OPTIONS AND YOUR HEALTH COVERAGE

PART A: General Information

Due to the Affordable Care Act, there is another way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the Marketplace and employment-based health coverage offered by B.J. Baldwin Electric.

1. What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace typically begins in October for coverage starting as early as January the following year.

2. Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if you are not offered coverage by B.J. Baldwin Electric. The savings on your premium that you're eligible for depends on your household income.

3. Does B.J. Baldwin Electric Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you are eligible for the B.J. Baldwin Electric Health Plan, it meets the standards required under the law. You will not be eligible for a tax credit through the Marketplace and may wish to enroll in the B.J. Baldwin Electric Plan.

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by [NAME], then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution - as well as your employee contribution to employer-offered coverage - is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after - tax basis.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](https://www.healthcare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

PART B: Information About Health Coverage Offered by B.J. Baldwin Electric

This section contains information about any health coverage offered by B.J. Baldwin Electric. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

If you are not eligible for health insurance coverage through you and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs.

1 An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

3. EMPLOYER NAME B.J. Baldwin Electric		4. EMPLOYER IDENTIFICATION NUMBER	
5. EMPLOYER ADDRESS 7060 Division HWY		6. EMPLOYER PHONE NUMBER 717-354-4651	
7. CITY Narvon	8. STATE PA		9. ZIP CODE 17555
10. WHO CAN WE CONTACT ABOUT EMPLOYEE HEALTH COVERAGE AT THIS JOB? Sharon Lockwood			
11. PHONE NUMBER 717-354-4651		12. EMPLOYER NAME B.J. Baldwin Electric	

WOMEN'S RIGHTS AND CANCER ACT NOTICE

Special Rights Following Mastectomy. A group health plan generally must, under federal law, make certain benefits available to participants who have undergone a mastectomy. In particular, a plan must offer mastectomy patients benefits for:

- Reconstruction of the breast on which the mastectomy has been performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance; Prostheses; and treatment of physical complications of mastectomy.

Our Plan complies with these requirements. Benefits for these items generally are comparable to those provided under our Plan for similar types of medical services and supplies. Of course, the extent to which any of these items is appropriate following mastectomy is a matter to be determined by consultation between the attending physician and the patient. Our Plan neither imposes penalties (for example, reducing or limiting reimbursements) nor provides incentives to induce attending providers to provide care inconsistent with these requirements.

Contact Sharon Lockwood for more information.

NEWBORNS AND MOTHER'S HEALTH PROTECTION ACT

Group health plans and health insurance issuers generally may not, under federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under federal law, require that a provider obtain authorization from the plan or the insurance issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

MENTAL HEALTH PARITY AND ADDICTION EQUITY ACT OF 2009

This act expands the mental health parity requirements in the Employee Retirement Income Security Act, the Internal Revenue Code and the Public Health Services Act by imposing new mandates on group health plans that provide both medical and surgical benefits and mental health or substance abuse disorder benefits. Among the new requirements, such plans (or the health insurance coverage offered in connection with such plans) must ensure that:

The financial requirements applicable to mental health or substance abuse disorder benefits are no more restrictive than the predominant financial requirements applied to substantially all medical and surgical benefits covered by the plan (or coverage), and there are no separate cost sharing requirements that are applicable only with respect to mental health or substance abuse disorder benefits.

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA):

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to a request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA):

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>.

NOTICE REGARDING SPECIAL ENROLLMENT

This notice is being provided to make certain that you understand your right to apply for group health coverage. You should read this notice even if you plan to waive health coverage at this time.

LOSS OF OTHER COVERAGE

If you are declining coverage for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this Plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage). However, you must request enrollment within 30 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

Example: You waived coverage under this Plan because you were covered under a plan offered by your spouse's employer. Your spouse terminates employment. If you notify your employer within 30 days of the date coverage ends, you and your eligible dependents may apply for coverage under this Plan.

MARRIAGE, BIRTH OR ADOPTION

If you have a new dependent as a result of a marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, or placement for adoption.

Example: When you were hired, you were single and chose not to elect health insurance benefits. One year later, you marry. You and your eligible dependents are entitled to enroll in this Plan. However, you must apply within 30 days from the date of your marriage.

MEDICAID OR CHIP

If you or your dependents lose eligibility for coverage under Medicaid or the Children's Health Insurance Program (CHIP) or become eligible for a premium assistance subsidy under Medicaid or CHIP, you may be able to enroll yourself and your dependents. You must request enrollment within 60 days of the loss of Medicaid or CHIP coverage or the determination of eligibility for a premium assistance subsidy.

Example: When you were hired, your children received health coverage under CHIP and you did not enroll them in this Plan. Because of changes in your income, your children are no longer eligible for CHIP coverage. You may enroll them in this Plan if you apply within 60 days of the date of their loss of CHIP coverage.

FOR MORE INFORMATION OR ASSISTANCE

To request special enrollment or obtain more information, please contact:

NAME	Sharon Lockwood
ADDRESS	7060 Division HWY
CITY, STATE	Narvon, PA
TELEPHONE	717-354-4651

HIPAA PRIVACY NOTICE

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

PRIVACY OBLIGATIONS OF THE PLAN

The Plan is required by law to:

- Make sure that health information that identifies you is kept private;
- Give you this notice of the Plan's legal duties and privacy practices with respect to health information about you; and
- Follow the terms of the notice that is currently in effect.

HOW THE PLAN MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

The following are the different ways the Plan may use and disclose your PHI:

- **For Treatment.** The Plan may disclose your PHI to a health care provider who renders treatment on your behalf. For example, if you are unable to provide your medical history as the result of an accident, the Plan may advise emergency room physicians about the types of prescription drugs you currently take.
- **For Payment.** The plan may use and disclose your PHI so claims for health care treatment, services, and supplies you receive from health care providers may be paid according to the Plan's terms. For example, the Plan may receive and maintain information about surgery you received to enable the Plan to process a hospital's claim for reimbursement of surgical expenses incurred on your behalf.
- **To the Plan Sponsor.** The Plan may disclose your PHI to designated personnel so they can carry out their Plan-related administrative functions, including the uses and disclosures described in this notice. Such disclosures will be made only to designated HR personnel so that they can carry out related administrative functions. These individuals will protect the privacy of your health information and ensure it is used only as described in this notice or as permitted by law. Unless authorized by you in writing, your health information: (1) may not be disclosed by the Plan to any other employee or department and (2) will not be used for any employment related actions and decisions or in connection with any other sponsored employee benefit plan.
- **To a Business Associate.** Certain services are provided to the Plan by third party administrators known as "business associates." For example, we may forward information about your health care treatment to our broker to assist with the claim processing. In doing so, we will disclose your PHI to the broker so he/she can perform their claim payment function. However, we will require its business associates to appropriately safeguard your health information.
- **Health-Related Benefits and Services.** The Plan may use and disclose your PHI to tell you about health-related benefits or services that may be of interest to you.
- **Personal Representative Involved in Your Care.** The Plan may also advise a family member or close friend about your condition, your location (for example that you are in the hospital) or death.
- **As Required by Law.** The Plan will disclose your PHI when required to do so by federal, state, or local law, including those that require the reporting of certain types of wounds or physical injuries.

SPECIAL USE AND DISCLOSURE SITUATIONS

The Plan may also use or disclose your PHI under the following circumstances:

- **Lawsuits and Disputes.** The Plan may disclose your PHI in response to a court or administrative order, a subpoena, warrant, discovery request, or other lawful process.
- **Law Enforcement.** The Plan may release your PHI if asked to do so by a law enforcement official (for example, to identify or locate a suspect, material witness, or missing person or to report a crime, the crime's location or victims, or the identity, description, or location of the person who committed the crime).
- **Workers' Compensation.** The Plan may disclose your PHI to the extent authorized by and to the extent necessary to comply with workers' compensation laws.

USES AND DISCLOSURES REQUIRING AUTHORIZATION

The plan is required to obtain plan participants' authorization to use or disclose psychotherapy notes, to use PHI for marketing purposes, to sell PHI, or to use or disclose PHI for any purpose not described in the notice. The Plan Administrator must obtain this authorization from the plan participant in writing. The plan participant may revoke this authorization anytime in writing by contacting the Plan Administrator at the address below:

Sharon Lockwood

7060 DIVISION HWY NARVON PA 17555

717-354-4651

HIPAA PRIVACY NOTICE (CONTINUED)

PROHIBITED USE OF PHI

The plan is prohibited from using PHI that is genetic information for underwriting purposes

YOUR RIGHTS REGARDING YOUR PHI

Your rights regarding PHI the Plan maintains about you are as follows:

- **Right to Inspect and Copy.** You have the right to inspect and copy PHI maintained by the Plan. This includes information about your plan eligibility, claim and appeal records, and billing records, but does not include psychotherapy notes. To inspect and copy PHI maintained by the Plan, **you must submit your request in writing** to the Plan Administrator. The Plan may charge a fee for the cost of copying, mailing, or other costs associated with your request. In limited circumstances, the Plan may deny your request to inspect and copy your PHI. Generally, if you are denied access to health information, you may request a review of the denial.
- **Right to Request Restrictions.** You have the right to request a restriction on the health information the Plan uses or discloses about you for treatment, payment, or health care operations. You also have the right to request a limit on the health information the Plan disclosed about you to someone who is involved in your care, like a family member or friend. (For example, you could ask that the Plan not use or disclose information about a surgery you had.) To request restrictions, **you must make your request in writing** to the Plan Administrator. You must advise us: (1) what information you want to limit; (2) whether you want to limit the Plan's use, disclosure, or both; and (3) to whom you want the limit(s) to apply. **Note:** The Plan is not required to agree to your request.
- **Right to be Notified of a Breach.** You have the right to receive notice if there has been a breach of your unsecured protected health information.
- **Right to Amendments to Your PHI.** If you believe that information within your records is incorrect or if important information is missing, you have the right to request that we correct the existing information or add the missing information.

We are not obligated to make all requested amendments but will give each request careful consideration. To be considered, your amendment request must be submitted in writing to the person listed below.

- **Right to an Accounting of Disclosures.** You have the right to receive an accounting of certain disclosures of your protected health information. The accounting will not include disclosures that were made (1) for purposes of treatment, payment or health care operations; (2) to you; (3) pursuant to your authorization; (4) to your friends or family in your presence or because of an emergency; (5) for national security purposes; or (6) incidental to otherwise permissible disclosures. Your request for an accounting must be submitted in writing to the person listed below.
- **Right to Request Confidential Communications.** You have the right to request that communications regarding your PHI be made by alternative means or at alternative locations. For example, you may request that messages not be left on voice mail or sent to a particular address. We are required to accommodate reasonable requests if you inform us that disclosure of all or part of your information could place you in danger.
- **Right to a Paper Copy of this Notice.** You have the right to a paper copy of this notice. You may write to the Plan Administrator to request a written copy of this notice at any time.

If you wish to make any of the above-listed requests, you may write to the Plan Administrator at the address listed below in the Contact Information section.

Changes to this Notice: The Plan reserves the right to change this notice at any time and to make the revised or changed notice effective for health information the Plan already has about you, as well as any information the Plan receives in the future. The Plan will post a copy of the current notice on the Intranet.

Complaints: If you believe your privacy rights under this policy have been violated, you may file a written complaint with Human Resources at the address listed below. You may also file a complaint with the Secretary of the U.S. Department of Health and Human Services, generally, within 180 days of when the act or omission occurred.

HIPAA PRIVACY NOTICE (CONTINUED)

Other Uses and Disclosures of Health Information: Other uses and disclosures of health information not covered by this notice or by the laws that apply to the Plan will be made only with your written authorization. If you authorize the Plan to use or disclose your PHI, you may revoke the authorization, in writing, at any time. If you revoke your authorization, the Plan will no longer use or disclose your PHI for the reasons covered by your written authorization, however, the Plan will not reverse any uses or disclosures already made in reliance on your prior authorization.

Contact Information:

If you have any questions about this notice, please contact:

SHARON LOCKWOOD

7060 DIVISION HWY NARVON PA 17555

717-354-4651

Notice Effective Date: 11/23/20

GENERAL NOTICE OF COBRA CONTINUATION COVERAGE RIGHTS

INTRODUCTION

You are receiving this notice because you recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

Read this notice carefully to help understand your COBRA rights. Keep in mind that when you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. This notice does not fully describe COBRA continuation coverage or other rights under the Plan. For additional and more complete information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally does not accept late enrollees.

WHAT IS COBRA CONTINUATION COVERAGE?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage may be required to pay for COBRA continuation coverage.

EMPLOYEE If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

SPOUSE If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B or both); or You become divorced or legally separated from your spouse. In the event your spouse, who is the employee, reduces or terminates your coverage under the Plan in anticipation of a divorce or legal separation that later occurs, the divorce or legal separation may be considered a qualifying event even though the coverage was reduced or terminated before the divorce or separation.

DEPENDENT CHILDREN Your dependent children (including any child born to or placed for adoption with you during the period of COBRA coverage who is properly enrolled in the Plan and any child of yours who is receiving benefits under the Plan pursuant to a qualified medical child support order) will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

GENERAL NOTICE OF COBRA CONTINUATION COVERAGE RIGHTS (CONTINUED)

RETIREE COVERAGE

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the Company, and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary. The retired employee's spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

WHEN IS COBRA COVERAGE AVAILABLE?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- COMMENCEMENT OF A PROCEEDING IN BANKRUPTCY WITH RESPECT TO THE COMPANY;] OR
- The employee's becoming entitled to Medicare benefits (under Part A, Part B or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: SHARON LOCKWOOD. The Plan procedures for this notice, including a description of any required information or documentation, can be found in the most recent Summary Plan Description or by contacting the Plan Administrator. If these procedures are not followed or if the notice is not provided in writing to the Plan Administrator during the 60-day notice period, you will lose your right to elect COBRA continuation coverage.

HOW IS COBRA COVERAGE PROVIDED?

Once the Plan Administrator receives timely notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children. If COBRA continuation coverage is not elected within the 60-day election period, a qualified beneficiary will lose the right to elect COBRA continuation coverage. COBRA continuation coverage is a temporary continuation of coverage.

- When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage may last for up to a total of **36 months**.
- When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of **18 months**. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Also, when the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months).

DISABILITY EXTENSION

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. The Plan procedures for this notice, including a description of any required information or documentation, the name of the appropriate party to whom notice must be sent, and the time period for giving notice, can be found in the most recent Summary Plan Description or by contacting the Plan Administrator. If these procedures are not followed or if the notice is not provided in writing to the Plan Administrator during the 60-day notice period and within 18 months after the covered employee's termination of employment or reduction of hours, there will be no disability extension of COBRA continuation coverage. The affected individual must also notify the Plan Administrator within 30 days of any final determination that the individual is no longer disabled.

GENERAL NOTICE OF COBRA CONTINUATION COVERAGE RIGHTS (CONTINUED)

SECOND QUALIFYING EVENT EXTENSION

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving COBRA continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B or both) or gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

The Plan procedures for this notice, including a description of any required information or documentation, the name of the appropriate party to whom notice must be sent, and the time period for giving notice, can be found in the most recent Summary Plan Description or by contacting the Plan Administrator. If these procedures are not followed or if the notice is not provided in writing to the Plan Administrator during the 60-day notice period, there will be no extension of COBRA continuation coverage due to a second qualifying event.

ARE THERE OTHER COVERAGE OPTIONS BESIDES COBRA?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

IF YOU HAVE QUESTIONS

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Patient Protection and Affordable Care Act and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.healthcare.gov.

KEEP YOUR PLAN INFORMED OF ADDRESS CHANGES

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

MEDICARE PART D CREDITABLE COVERAGE NOTICE

IMPORTANT NOTICE ABOUT YOUR PRESCRIPTION DRUG COVERAGE AND MEDICARE

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.

[NAME] has determined that the prescription drug coverage offered by [NAME] is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

WHEN CAN YOU JOIN A MEDICARE DRUG PLAN?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15 to December 7. However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

WHAT HAPPENS TO YOUR CURRENT COVERAGE IF YOU DECIDE TO JOIN A MEDICARE DRUG PLAN?

If you decide to join a Medicare drug plan, your current NAAA coverage may (or may not) be affected. Please contact us for more information about what happens to your coverage if you decide to enroll in a Medicare Part D program. If you do decide to join a Medicare drug plan and drop your current coverage, be aware that you and your dependents will (or will not) be able to get this coverage back.

WHEN WILL YOU PAY A HIGHER PREMIUM (PENALTY) TO JOIN A MEDICARE DRUG PLAN?

You should also know that if you drop or lose your current coverage with UnitedHealthcare and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

NOTE: You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through changes. You also may request a copy of this notice at any time.

FOR MORE INFORMATION ABOUT YOUR OPTIONS UNDER MEDICARE PRESCRIPTION DRUG COVERAGE...

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans. For more information about Medicare prescription drug coverage:

- Visit www.medicare.gov
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

PREMIUM ASSISTANCE UNDER MEDICAID AND THE CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, **and you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call 1-866-444-EBSA (3272).

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of January 31, 2020. Contact your State for more information on eligibility:

ALABAMA – Medicaid
<http://myalhipp.com/>
Phone: 1-855-692-5447

ALASKA – Medicaid
The AK Health Insurance Premium Payment Program
Website: <http://myakhipp.com/>
Phone: 1-866-251-4861
Email: CustomerService@MyAKHIPP.com
Medicaid Eligibility:
<http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx>

ARKANSAS – Medicaid
Website: <http://myarhipp.com/>
Phone: 1-855-MyARHIPP (855-692-7447)

CALIFORNIA – Medicaid
Website: https://www.dhcs.ca.gov/services/Pages/TPLRD_CAU_co_nt.aspx
Phone: 1-800-541-555

COLORADO – Health First Colorado (Colorado's Medicaid Program) & Child Health Plan Plus (CHP+)
Website: <https://www.healthfirstcolorado.com/>
Health First Colorado Member Contact Center:
1-800-221-3943/ State Relay 711
CHP+: Colorado.gov/HCPF/Child-Health-Plan-Plus
CHP+ Customer Service: 1-800-359-1991/ State Relay 711

FLORIDA – Medicaid
Website: <http://flmedicaidprecovery.com/hipp/>
Phone: 1-877-357-3268

GEORGIA – Medicaid
Website: <https://medicaid.georgia.gov/healthinsurancepremiumpayment-program-hipp>
Phone: 678-564-1162 ext 2131

INDIANA – Medicaid
Healthy Indiana Plan for low-income adults 19-64
Website: <http://www.in.gov/fssa/hip/>
Phone: 1-877-438-4479
All other Medicaid - Website:
<http://www.indianamedicaid.com>
Phone 1-800-403-0864

IOWA – Medicaid
Website: <https://dhs.iowa.gov/ime/members>
Phone: 1-800-338-8366
Hawki Website: <http://dhs.iowa.gov/Hawki>
Phone: 1-800-257-8563

KANSAS – Medicaid
Website: <http://www.kdheks.gov/hcf/default.htm>
Phone: 1-800-792-488

KENTUCKY – Medicaid
Kentucky Integrated Health Insurance Premium Payment Program (KI-HIPP)
Website: <https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx>
Phone: 1-855-459-6328 Email: KIHIP.PPROGRAM@ky.gov
KCHIP Website: <https://kidshealth.ky.gov/Pages/index.aspx>
Phone: 1-877-524-4718
Kentucky Medicaid Website: <https://chfs.ky.gov>

LOUISIANA – Medicaid
Website: www.medicaid.la.gov or www.ldh.la.gov/lahipp
Phone: 1-888-342-6207 (Medicaid hotline) or 1-855-6185 488 (LaHIPP)

MAINE – Medicaid
<http://www.maine.gov/dhhs/ofi/public-assistance/index.html>
Phone: 1-800-442-6003 ; TTY: Maine relay 711

MASSACHUSETTS – Medicaid and CHIP
Website: <http://www.mass.gov/eohhs/gov/departments/masshealth/>
Phone: 1-800-862-4840

MINNESOTA – Medicaid
<http://mn.gov/dhs/people-we-serve/seniors/health-care/health-care-programs/programs-and-services/medical-assistance.jsp>
Phone: 1-800-657-3739

MISSOURI – Medicaid
<http://www.dss.mo.gov/mhd/participants/pages/hipp.htm>
Phone: 573-751-2005

Continued on next page

PREMIUM ASSISTANCE UNDER MEDICAID AND THE CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

MONTANA – Medicaid

Website: <http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP>
Phone: 1-800-694-3084

NEBRASKA – Medicaid

Website: <http://www.ACCESSNebraska.ne.gov>
Phone: (855) 632-7633
Lincoln: (402) 473-7000
Omaha: (402) 595-1178

NEVADA – Medicaid

Medicaid Website: <https://dwss.nv.gov/>
Medicaid Phone: 1-800-992-0900

NEW HAMPSHIRE – Medicaid

Website: <https://www.dhhs.nh.gov/ombp/nhhipp/>
Phone: 603-271-5218
Hotline: NH Medicaid Service Center at 1-888-901-4999

NEW JERSEY – Medicaid and CHIP

www.state.nj.us/humanservices/dmahs/clients/medicaid/
Medicaid Phone: 609-631-2392
CHIP Website: <http://www.njfamilycare.org/index.html>
CHIP Phone: 1-800-701-0710

NEW YORK – Medicaid

Website: https://www.health.ny.gov/health_care/medicaid/
Phone: 1-800-541-2831

NORTH CAROLINA – Medicaid

Website: <https://dma.ncdhhs.gov/>
Phone: 919-855-4100

NORTH DAKOTA – Medicaid

Website: <http://www.nd.gov/dhs/services/medicalserv/medicaid/>
Phone: 1-844-854-4825

OKLAHOMA – Medicaid and CHIP

Website: <http://www.insureoklahoma.org>
Phone: 1-888-365-3742

OREGON – Medicaid

<http://healthcare.oregon.gov/Pages/index.aspx>
<http://www.oregonhealthcare.gov/index-es.html>
Phone: 1-800-699-9075

PENNSYLVANIA – Medicaid

www.dhs.pa.gov/provider/medicalassistance/healthinsurancepremiumpaymenthippprogram/index.htm
Phone: 1-800-692-7462

RHODE ISLAND – Medicaid

Website: <http://www.eohhs.ri.gov/>
Phone: 855-697-4347

SOUTH CAROLINA – Medicaid

Website: <https://www.scdhhs.gov>
Phone: 1-888-549-0820

SOUTH DAKOTA – Medicaid

Website: <http://dss.sd.gov>
Phone: 1-888-828-0059

TEXAS – Medicaid

Website: <http://gethipptexas.com/>
Phone: 1-800-440-0493

UTAH – Medicaid and CHIP

Medicaid Website: <https://medicaid.utah.gov/>
CHIP Website: <http://health.utah.gov/chip>
Phone: 1-877-543-7669

VERMONT – Medicaid

Website: <http://www.greenmountaincare.org/>
Phone: 1-800-250-8427

VIRGINIA – Medicaid and CHIP

Website: <https://www.coverva.org/hipp/>
Phone: 1-888-549-0820
Medicaid Phone: 1-800-432-5924
CHIP Phone: 1-855-242-8282

WASHINGTON – Medicaid

Website: <http://www.hca.wa.gov/free-or-low-cost-health-care/program-administration/premium-payment-program>
Phone: 1-800-562-3022

WEST VIRGINIA – Medicaid

Website: <http://mywvhipp.com/>
Toll-free phone: 1-855-MyWVHIPP (1-855-699-8447)

WISCONSIN – Medicaid and CHIP

Website: <https://www.dhs.wisconsin.gov/publications/p1/p10095.pdf>
Phone: 1-800-362-3002

WYOMING – Medicaid

Website: <https://wyequalitycare.acs-inc.com/>
Phone: 307-777-7531

To see if any other states have added a premium assistance program since **January 31, 2020** or for more information on special enrollment rights, contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/agencies/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565

IMPORTANT FEDERAL LAWS AND NOTICES

EMPLOYEE RIGHTS. PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below).

Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

 1(888) 842-1488

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