

# BENELECT 2023

YOUR BENEFITS. YOUR CHOICES.



CASE WESTERN RESERVE  
UNIVERSITY

EST. 1826



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# Your benefits. Your choices.

Everyone is different and everyone ' s needs are different. Benelect offers you the ability to choose the benefits that best meet your needs.

This year there is a new carrier for our dental plan, Superior Dental Care, Inc.! There are no other major changes to your benefit options. You can enroll in your 2023 benefits from November 7, 2022 through November 30, 2022.

If you do not enroll, your 2023 benefits will default to the choices you made for 2022 except for dental plans. Superior Dental Care replaces DenteMax.

Prepare for Open Enrollment by:

- Reviewing your 2022 benefit elections and noting how you and your family used health care and other benefits in 2022
- Understanding the impact Health Care Reform has on the choices you ' ll make
- Reading this Benelect Guide carefully
- Using the resources in this guide to get answers

Use PeopleSoft Human Capital Management (HCM) to enter your choices during open enrollment. Complete any additional enrollment forms needed and return them to Benefits Administration by December 2, 2022. If you do not take action during open enrollment, your 2023 Benelect elections will automatically default to your 2022 coverage (with DenteMax members transitioning automatically to Superior Dental Care), including your flexible spending account contributions

It is important to review your confirmation statement and address any inconsistencies or questions. Don't forget to complete any required paperwork.

If you have concerns or questions as you review the information, contact the HR Service Center at 216.368.6964, email [AskHR@case.edu](mailto:AskHR@case.edu), or visit the [Human Resources webpage](#).

This Benelect Guide provides an overview of Benelect, the flexible benefits program offered by the university. It is not a comprehensive description of the benefit plans. Summary plan descriptions can be obtained from Benefits Administration or via the [Health Benefits webpage](#).

# HEALTH CARE REFORM

Since 2014, everyone is required to have health insurance. Health Care Reform enhances health insurance and Case Western Reserve University's plans meet all the requirements to comply with the regulations. The university's health insurance plans:

- Offer Essential Health Benefits
- Provide preventive care services at no cost to you
- Provide a minimum level of coverage
- Have no lifetime dollar caps on coverage
- Can include dependents up to age 26

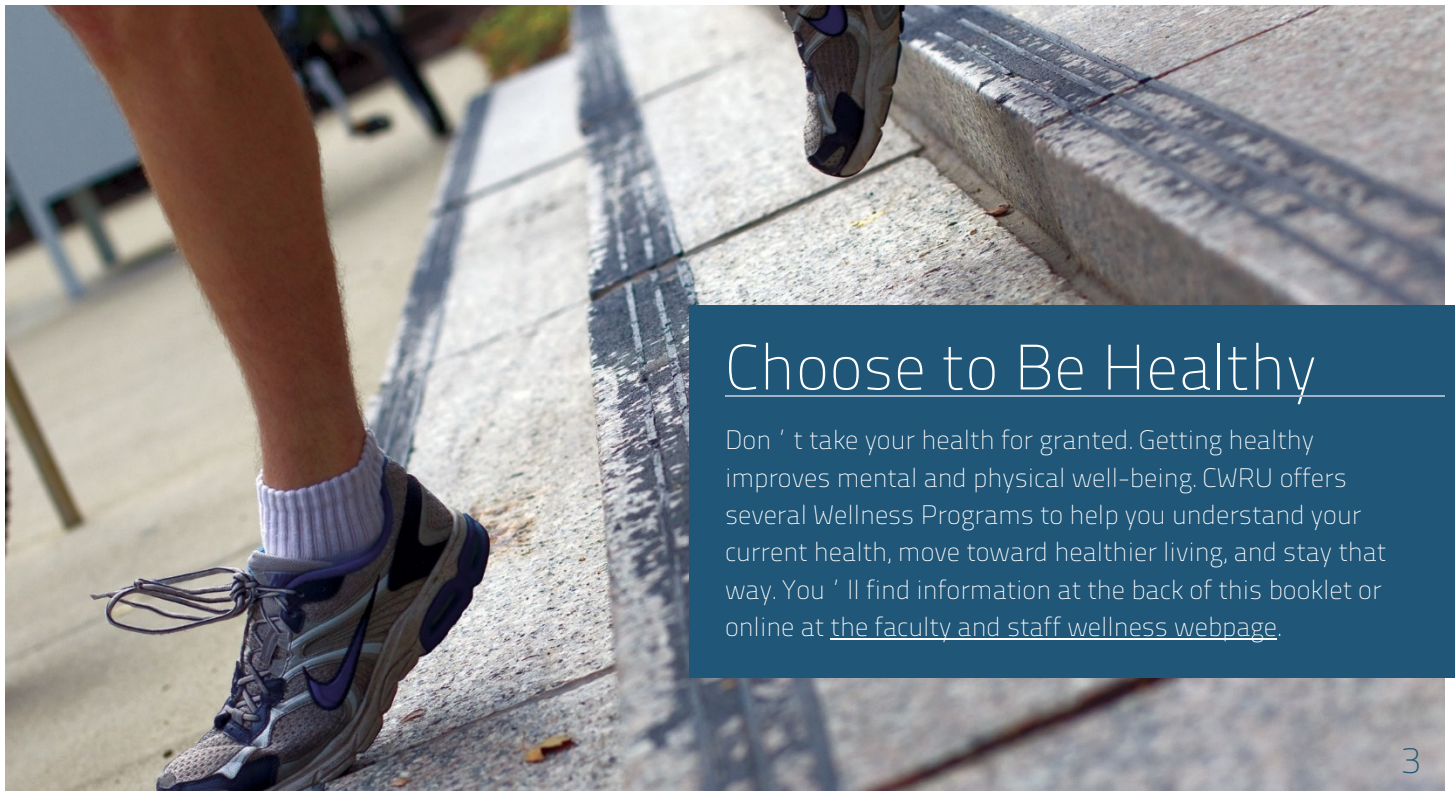
While most people will get health insurance through work, there are options for those who don't have employer-sponsored coverage. Individuals can go online to [HealthCare.gov](http://HealthCare.gov) to learn about the Individual Marketplace.

At the Marketplace, individuals can compare insurance plans and enroll in the plans that best meet their needs.

Some individuals may be eligible for tax credits or subsidies to reduce premiums and out-of-pocket costs. The amounts depend on income and family size. These financial aids are only available when insurance is purchased through the Marketplace.

The fee for not having health insurance (sometimes called the "Shared Responsibility Payment" or "mandate") ended in 2018. This means you no longer pay a tax penalty for not having health coverage.

Case Western Reserve University is committed to making sure you understand the implications of Health Care Reform. If you have questions on how these changes may impact you or your family, please contact the Human Resources Service Center at 216.368.6964 or [AskHR@case.edu](mailto:AskHR@case.edu).



## Choose to Be Healthy

Don't take your health for granted. Getting healthy improves mental and physical well-being. CWRU offers several Wellness Programs to help you understand your current health, move toward healthier living, and stay that way. You'll find information at the back of this booklet or online at [the faculty and staff wellness webpage](#).

# CHOOSE TO UNDERSTAND YOUR OPTIONS

Benelect, a flexible benefits program, offers you choices. You can choose the type of coverage you want and the family members you want to cover, or you can choose to waive coverage.

Choosing the benefits you need helps control the cost of benefits for you and for the university. Choosing from a variety of benefit options also meets the diverse needs of staff and faculty.

Benelect provides tax savings. Paying for premiums with pre-tax payroll deductions and contributing to health care savings accounts saves money. Some benefits are paid using after-tax dollars and will continue to be deducted from net pay.

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## BENEFITS ELIGIBILITY

### Open Enrollment

Your benefits begin January 1, 2023 and remain in effect for the whole calendar year.

### New Hires

Benefits begin when employment starts if the start date is on the first business day of the month; otherwise, benefits begin on the first day of the month following the month in which employment starts.

### Domestic Partners

CWRU extends benefits to spouses and domestic partners (spouse equivalent).

You must document a qualifying member's relationship to substantiate eligibility. Proof of domestic partnership through a [notarized affidavit](#) is required for spousal equivalent coverage.

## NEW HIRE ENROLLMENT

Use the enrollment form to make your elections by marking the options you want. Return the form along with any relevant documentation to Benefits Administration within the first 30 days of employment. If you do not enroll within the first

30 days of employment, you will be limited to basic life insurance coverage of \$20,000. You must wait until the next annual open enrollment period to sign up for benefits, which would take effect on January 1 of the following year.

## PREMIUM COSTS

The university shares in the cost of your benefits. The amount depends on number of hours worked per week, coverage selected, exempt or non-exempt status and salary level. CWRU defines employees as:

- Full-time: non-exempt employees working 37.50 hours per week or exempt and certain non-exempt employees working 40.00 hours per week
- Three-fourths-time: non-exempt employees working 28.00 – 37.40 hours per week or exempt and certain non-exempt employees working 30.00 – 39.90 hours per week
- One-half-time: non-exempt employees working 18.75 – 27.90 hours per week or exempt and certain non-exempt employees working 20.00 – 29.90 hours per week





## SPOUSES BOTH WORKING AT CWRU

- Each spouse can select employee only, or
- One spouse can select employee + child(ren) and the other must select employee only, or
- One spouse can select family coverage and the other waive benefits coverage

## YOUR QUALIFYING FAMILY MEMBERS

For some Benelect benefits, coverage is available for you and for qualifying family members.

Qualifying family members are:

- Your spouse / spouse equivalent
- Children – refer to specific benefits section for age and other eligibility requirements

Children currently covered through Benelect and who have reached the end of their eligibility for coverage under Benelect are eligible for COBRA coverage if they currently are covered through Benelect.

Detailed information can be obtained from Benefits Administration.

## FUTURE RETIREES

When you retire from CWRU, you can choose the coverage that best fits your post-retirement needs by taking advantage of the university's retiree Medicare Advantage plan offered through Medical Mutual. This plan includes:

- Hospital and medical coverage
- Prescription drug benefits
- Dental coverage
- \$0 preventive services
- Large network of doctors and hospitals
- Additional health and wellness programs and services at no extra cost

## CHANGES DUE TO QUALIFYING LIFE EVENTS

The benefit choices you make are in effect for one calendar year and may be changed only during the annual open enrollment period to take effect for the following year unless a Qualifying Life Event occurs during the year.

Qualifying Life Event changes include:

- Marriage or divorce of spouse / spouse equivalent
- Birth or adoption of a child(ren)
- Death of a family member(s)
- Change in your child's insurance status, i.e., gaining or losing coverage
- Change in your employment status, i.e., part-time to full-time work status
- Gain of insurance through your spouse's / spouse equivalent's employment
- Loss of your spouse's / spouse equivalent's medical, dental and / or vision coverage

You must report changes to Benefits Administration within 30 days of the Qualifying Life Event. You must also include appropriate documentation and the requested change must correspond with the change requested.



## PRESCRIPTION DRUG COVERAGE

The CLE-Care HMO Plan includes prescription drug coverage through MetroHealth pharmacies or pharmacies in the CLE-Care network.

MedImpact, a separate carrier, provides prescription drug coverage for all other medical plans offered. Review your prescription history by logging on to [MedImpact's website](#). MedImpact is also available as a [mobile app](#).

Long-term maintenance medications can be filled through mail order. Birdi, Inc. is the mail order pharmacy used by MedImpact. You can obtain refills at any network pharmacy; however, you will not receive the mail order discount.

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### MEDICAL MUTUAL® OF OHIO CLE-CARE Health Maintenance Organization (HMO)

When you elect this plan, you will receive comprehensive health care services from a specified list of in-network providers. Your CLE-Care primary care physician (PCP) oversees your care; however, no referrals are required when you see specialists within the MetroHealth System. The plan includes:

- Prescription drug coverage
- Low co-payments
- No deductibles
- No claim forms to complete

The CLE-Care HMO operates medical facilities throughout Cuyahoga County. [Find a PCP that works for you.](#)

### MEDICAL MUTUAL® OF OHIO SUPERMED PLUS Preferred Provider Organization (PPO)

This PPO allows you full access to medical care from any physician or hospital in the Medical Mutual (SuperMed Plus) network with Medical Mutual of Ohio and MMO-affiliated networks out-of-state or outside of the United States:

- You do not need to designate a primary care physician
- You do not need referrals for services
- You have coverage for medical emergencies in your area or when you travel out-of-state or outside of the United States
- Includes an out-of-pocket maximum amount
- Prescription drug coverage is available through a separate carrier, MedImpact. The prescription plan has a separate out-of-pocket maximum

### MEDICAL MUTUAL® OF OHIO High Deductible Health Plan (HDHP)

The HDHP is comprehensive medical coverage and you can open a tax-advantaged savings account to help offset medical costs. The HDHP provides access to high quality health care through Medical Mutual's network of health care providers. The plan:

- Pays a large part of medical costs after the deductible is met
- Includes an out-of-pocket maximum amount
- Allows you to make pre-tax contributions to a Health Savings Account
- Offers prescription drug coverage through MedImpact
- Prescription costs apply to your deductible and out-of-pocket maximum amounts

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### Consider a Health Savings Account if you enroll in the High Deductible Health Plan (HDHP).

Available only in conjunction with a high deductible health insurance plan, a Health Savings Account provides tax savings and flexibility.

- Contributions can be made on a pre-tax basis through payroll deduction
- You open the account, are responsible for contributions, and direct any investment of the balance
- The account goes with you if you leave CWRU
- Balances roll over year to year
- Use the account to pay for current medical expenses or let the balance accumulate for future needs
- Contributions, interest, and investments are not subject to federal, state, or FICA taxes

[Find more information on Health Savings Accounts.](#)

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# Medical Plans Overview

Effective January 1 through December 31, 2023. Refer to plan booklets for detailed coverage information.

Medical Plans	PPO Plan   MMO Supermed Plus			
	In-Network			Out -of-Network
Primary Care Physician (PCP)	Not Required			Not Required
Annual Deductible	Non-Exempt / Exempt base salary < \$50K	Exempt base salary \$50-\$99K	Exempt base salary >\$100K	Varies by Salary
Individual	\$250	\$375	\$500	\$500 - \$1,000
Family	\$500**	\$750**	\$1,000**	\$1,000 - \$2,000**
Annual Out-of-Pocket Limit				
Individual				
Medical	\$1,000	\$1,750	\$2,250	\$3,500
Prescription (PPO Only)	\$1,000	\$1,750	\$2,250	\$3,500
Family				
Medical	\$2,000**	\$3,500**	\$4,500**	\$7,000**
Prescription (PPO Only)	\$2,000**	\$3,500**	\$4,500**	\$7,000**
After Meeting Annual Maximum	100% paid			100% paid
Medical Claim Forms	None Required			Required
Hospital Services				
Inpatient / Outpatient Care	Co-insurance 20%+			Co-insurance 40%+
Emergency Care	\$100 Co-pay (waived if admitted) Co-insurance 20%+	\$200 Co-pay (waived if admitted) Co-insurance 20%+		\$200 Co-pay (waived if admitted) Co-insurance 20%+
Urgent Care	Co-insurance 20%+			Co-insurance 20%+
Pre-Certification	Provider handles			Member must call
Physician Office Visits	\$20	\$30		Co-insurance 40%+
Specialty Care Visits	\$30	\$50		
Diagnostics	Co-insurance 20%+			
Preventive Care	100% paid			
Mental Health and Substance Abuse				
Inpatient Hospital	Co-insurance 20%+			Co-insurance 40%+
Outpatient Care				
Pre-Certification	Provider handles			Member must call
Prescription Drugs				
Retail and Specialty Pharmacy (up to 30 day supply)	MedImpact			Out-of-network Pharmacy
	\$15 Co-pay generic	\$15 Co-pay generic		No benefit from out-of-network pharmacy
	\$30 Co-pay preferred brand	\$40 Co-pay preferred brand		
	\$60 Co-pay non-preferred brand	\$75 Co-pay non-preferred brand		
		\$100 Co-pay specialty		
	Birdi™			Out-of-network Pharmacy
Direct Mail Service Pharmacy (up to 90 day supply)	\$30 Co-pay generic	\$30 Co-pay generic		No benefit from out-of-network pharmacy
	\$60 Co-pay preferred brand	\$80 Co-pay preferred brand		
	\$120 Co-pay non-preferred brand	\$150 Co-pay non-preferred brand		

\*\* See page 6 for additional information on how the deductible and out of pocket expenses coordinate between family members

+ Co-insurance begins after deductible is satisfied

^ The HDHP annual out-of-pocket limit includes the deductible, all medical co-payments, and all prescription co-payments





# Health Savings Account

## CHOOSE TO SAVE MONEY

If you choose the Medical Mutual High Deductible Health Plan (HDHP), you can also contribute to a Health Savings Account (HSA) on a pre-tax basis. The HSA is your account and can be used for current medical expenses and to save for future medical expenses. The balances go with you should you leave the university.

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When you open an HSA, you get all the conveniences of a bank account. Such as:

- You are the account owner
- You control the deposits and withdrawals from the account
- You may also have the opportunity to invest the funds
- You may choose to use the funds for qualified medical expenses
- You can take the balances with you when you change medical plans, change jobs, or retire

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You may want to use after-tax dollars for small expenses, saving the balances for larger or future medical needs. Like an IRA, an HSA has contribution limits for each tax year.

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For 2023, contributions up to \$3,850 can be made for individuals with self-only coverage or up to \$7,750 for family coverage.

Contributions are made through payroll deduction and the account is opened and serviced at BNY Mellon. Of course, you can open an HSA anywhere,

but you must use a BNY Mellon account to make HSA contributions via payroll deductions. Learn more at the [BenefitWallet website](#).

When you enroll in the HDHP, BNY Mellon will send you a new account welcome kit, including instructions for opening your HSA. You can activate the account at the BenefitWallet website or call 1.877.472.4200 for assistance. You will receive a debit card once your signature card is returned to BNY Mellon.

The Internal Revenue Service (IRS) governs HSA accounts and sets the contribution limits, eligibility requirements, qualified medical expenses, and tax reporting rules. The IRS does not consider a domestic partner to be a spouse. However, if you are enrolled in a family HDHP that covers your domestic partner and your domestic partner satisfies the other HSA eligibility rules. The domestic partner may be able to establish and contribute to their own HSA. Consult with your personal tax advisor to assess the application of these rules to your personal tax situation.



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The university will pay the account set-up fee and monthly maintenance fees for BNY Mellon during 2023 while you are actively employed at CWRU. You will pay any additional fees for the account, including check reorders and debit cards. IRS rules consider any banking fees deducted from your account to be allowable distributions. These charges are paid tax-free.

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## Dental Coverage

# CHOOSE HEALTHY TEETH

Under Benelect, you can choose dental coverage through Superior Dental Care or the Case Western Reserve University School of Dental Medicine.

Dental coverage is available to:

- Employee
- Employee + Child(ren)
- Employee + Spouse / Spouse Equivalent
- Employee + Family

### SUPERIOR DENTAL CARE (SDC)

Superior Dental Care is a dental PPO. You may receive care from any dentist, but more of your costs will be covered if you use a dentist who is affiliated with the network. Visit the SDC website to find participating dentists.

### SCHOOL OF DENTAL MEDICINE (SODM)

The School of Dental Medicine provides one dental benefit plan. The comprehensive plan offers a full range of services. In addition, value-added services such as implants, tooth whitening, veneers, and mouth guards are included at a 20% discount. Prior to enrolling in this plan, it is important to review services currently offered. See the [SODM website](#) for details.

Care is provided primarily by graduate dental practitioners at the School of Dental Medicine. Visit the [School of Dental Medicine website](#) for current coverage details.

Dental Plan Features		Superior Dental Care			Case School of Dental Medicine	
		Services	In-Network	Out-of-Network	Services	Comprehensive
Annual Deductible	Individual		None	\$50		None
	Family			\$100		
	Annual Maximum Benefit		\$2,000 per person			\$3,000 per person
Preventive Care		Semi-annual exams and x-rays	100%	70% of UCR*	Semi-annual exams and x-rays	100%
Basic Care		Fillings, extractions, oral surgery, periodontia and endodontia	80%	60% of UCR*	Simple restorative, simple extractions, emergency care	100% See website for details
Major Care		Bridgework, dentures, and crown restorations	60%	40% of UCR*	Major restorative, fillings, bridgework, crowns, dentures and specialty care	50% See website for details
Orthodontic Care		Children under age 19. Adult orthodontia is not covered.	50% \$1,250 lifetime benefit	35% of UCR \$800 lifetime benefit	Children under age 19 after one year of participation. Adult orthodontia is not covered.	50% \$1,400 max See website for details

REFER TO THE PLAN BOOKLETS FOR DETAILED COVERAGE INFORMATION

\*Usual, Customary and Reasonable Fees (UCR)

# Vision Coverage

# CHOOSE TO SEE CLEARLY

Under Benelect, you can choose vision coverage through Vision Service Plan (VSP).

Vision coverage is available to:

- Employee
- Employee + Spouse / Spouse Equivalent
- Employee + Family

### VISION SERVICE PLAN (VSP)

VSP provides private practice quality with retail choice and convenience at 39,000 locations nationwide. Nearly 90% of VSP ' s network is open for early morning, evening and / or weekend appointments with 24- hour on-call availability. To find a doctor near you visit the VSP website.

	IN-NETWORK	OUT-OF-NETWORK
	Benefit (every plan year)	
Routine Exams		
Eyeglasses	\$10 co-pay	up to \$50 covered
Contact Lens exam (in lieu of eyeglasses)	Up to \$60 co-pay	up to \$50 covered
Prescription Lenses		
Lenses(single vision,lined bifocal /lined trifocal; Polycarbonate lenses for dependent children	\$25 co-pay	single vision - up to \$50
		lined bifocal - up to \$75
		lined trifocal - up to \$100
Frames	\$170 allowance	up to \$70 covered
Contact Lenses (in lieu of eyeglasses)	\$150 allowance	up to \$105 covered

Additional information on the plan is available at the VSP website.



## Personal Life Insurance

# CHOOSE TO PROTECT YOUR FINANCIAL SECURITY

Case Western Reserve University provides benefits-eligible faculty and staff with \$20,000 term life and accidental death & dismemberment (AD&D) insurance at no cost to you.

The AD&D benefit is payable to you in certain types of accidents or to your beneficiary if you die as a result of an accident.

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### SUPPLEMENTAL LIFE INSURANCE

You can add to the basic \$20,000 coverage provided by the university, based on multiples of your salary (1x, 1.5x, 2x, 2.5x, or 3x) or you can add \$30,000 of supplemental insurance so your total insurance amount equals \$50,000.

You may want to consider the total amount of life insurance you need and then add coverage to get to that total. You pay only for coverage over \$20,000.

**Example:** If you choose to have a total of \$50,000 of life insurance, you pay for only the \$30,000 of additional coverage. (\$50,000 minus \$20,000)

The cost of the additional coverage is based on your age as of October 31 of the current year.

The maximum amount of life insurance coverage available under Benelect is \$500,000.

The life insurance benefit is reduced by 35% at age 65, and further reduced to 50% of the original amount at age 70. Premiums reflect the reduced benefit amounts.

### EVIDENCE OF INSURABILITY

If you want to increase your life insurance coverage by any amount, you must provide evidence of insurability. Changes in the amounts of insurance will take effect on the first day of the month following the date stated in the approval notice from the provider.

**New hires**—Policies are guarantee-issue up to three times your salary.

### NAMING A BENEFICIARY

You should have a beneficiary designation on file with Benefits Administration. Forms are available in Benefits Administration. If you die while covered under Benelect and have not named a beneficiary (or if the named beneficiary predeceases you), your benefit will be paid in order of survivorship shown in the group insurance plan description.

### ACCELERATED BENEFIT

Personal life insurance includes a provision allowing for an accelerated insurance benefit to be paid if you become terminally ill. This benefit is payable if you are suffering from an incurable, progressive, and medically recognized disease and are not expected to survive more than six months beyond the date of the request for this benefit. Consult your group insurance plan description for details.

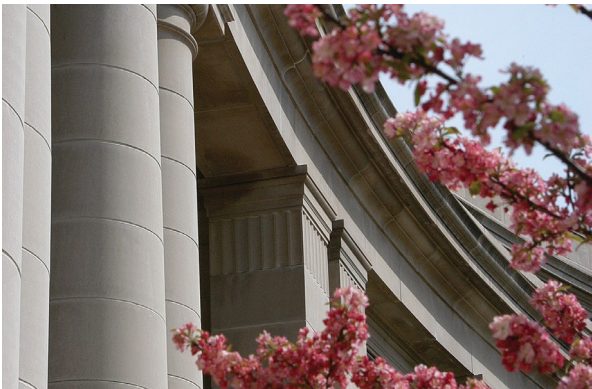
### IMPUTED INCOME

Life insurance is a tax-free benefit in amounts up to \$50,000. The Internal Revenue Service requires you to pay income tax on the value of any amount exceeding \$50,000. The IRS-determined value is called "imputed income" and is calculated from the government's "Uniform Premium Table I." See IRS Publication 15b for Uniform Premium Table I.

# Disability FINANCIAL PROTECTION IS YOURS

Disability insurance provides you and your family with important financial protection if you become disabled. This valuable benefit is at no cost to you.

Disability coverage is in addition to the university's income protection plan, which allows staff members to draw from their sick leave balance up to a maximum of 26 weeks within any 12-month period for personal medical leave, depending on the accrued balance. Disability benefits are subject to offset from other sources of income and are taxable when paid.



## SHORT-TERM DISABILITY COVERAGE (Staff [Salary grades 2-17])

Short-term disability coverage provides you and your family with financial protection if you are temporarily unable to work as a result of an illness or nonwork-related injury. Staff are eligible after 90 days of service.

After 14 days of disability, this coverage pays 50% of salary up to a maximum of \$400 per week. The benefit covers up to 26 weeks of disability.

## LONG-TERM DISABILITY COVERAGE (All Benefits-Eligible Employees)

Long-term disability coverage provides you with financial protection if you are ever unable to work for an extended period of time as the result of an illness or injury.

If you are disabled for more than 180 days, you receive 60% of your pay, minus any primary Social Security payments, workers compensation and other group long-term disability benefits.

The maximum monthly benefit is \$6,000; the minimum monthly benefit is \$100. Long-term disability payments continue until:

- Your disability ends
- Your death
- You begin working
- You attain age 65\*

\*Payments may continue beyond age 65 if you become disabled at age 60 or later.



# Health Care Flexible Spending Account (FSA)

## CHOOSE TO REIMBURSE YOURSELF

Case Western Reserve University offers Health Care Flexible Spending Accounts so you can save up to \$3,050 in pre-tax dollars.

Plan your FSA contributions carefully. Your maximum annual contribution cannot exceed \$3,050. Your deposit amount cannot be changed, stopped, or started during the year, except if a Qualifying Life Event occurs. If dollars remain in the account at the end of the year or if the account terminates, balances in the account will be forfeited.

- The Health Care Flexible Spending Account reimburses you for certain medical care services, equipment, and supplies
- Claims must total at least \$50
- Insurance premiums cannot be reimbursed
- Over-the-counter drugs can be reimbursed
- You can be reimbursed for expenses incurred by legal dependents, but spouse-equivalent status is not recognized

- The account does not earn interest
- You have until June 30, 2024, to file claims for 2023

You will receive a Benny™ Prepaid Master Card® that can be used to pay for qualifying medical expenses. Some expenses will validate automatically. If this is not the case, you will receive a letter requesting itemized receipts, per IRS regulations. Submit receipts as soon as possible to avoid card suspension.

Abortion  
Acupuncture  
Alcoholism (treatment for)  
Ambulance  
Artificial limb  
Birth control pills  
Braille books and magazines  
Car with special hand controls or other equipment for use by a handicapped person  
Chiropractors  
Christian Science practitioners  
Co-insurance & Co-payments

Contact lenses  
Crutches  
Deductibles  
Dental treatment  
Drug addiction (treatment for)  
Eyeglasses  
Guide dog  
Health club for medical reasons prescribed by a doctor  
Hearing care/aids  
Hospital services  
Laboratory fees  
Learning disability (treatment for)

Legal fees paid to authorize treatment for mental illness  
Lifetime care (advance payment for a physically or mentally handicapped dependent if you should die or become unable to provide care)  
Medicine  
Nursing homes (for medical reasons only)  
Nursing services  
Over-the-counter drugs  
Oxygen

Psychiatric care  
Psychoanalysis  
School for a mentally or physically handicapped person  
Special telephone and television for a deaf person  
Sterilization  
Surgery  
Therapy  
Transplants  
Vision care  
Wheelchair  
X-ray fees

**GRACE PERIOD:** The grace period is a two-and-a-half-month period of time at the end of the plan year that allows you extra time to incur expenses and use your remaining Health Care FSA balance. You will need to submit a claim form to receive reimbursement from your prior year FSA during the grace period. All claims submitted for services provided during the grace period will automatically be processed first against the previous year's remaining balance. If your claims exceed the available funds from the previous plan year, any excess will be automatically applied to your current FSA election.

If you use your debit card to pay for expenses during the FSA grace period, the purchase will be applied toward your new plan year balance. FSA debit card purchases during the grace period cannot be charged to the balance from the previous plan year.

# Dependent Care Flexible Spending Account

## CHOOSE TO TAKE CARE OF OTHERS

The university offers an additional type of Flexible Spending Account where you can save up to \$5,000 for the reimbursement of expenses incurred for the care of your children or certain qualifying adults. If you and your spouse file separate tax returns or your spouse uses a separate dependent care spending account, the most you may deposit in your dependent care spending account is \$2,500 per year.

Expenses for these qualifying family members are eligible for reimbursement:

- Children under age 13 who qualify as dependents on your federal income tax return
- Other qualifying family members who are physically or mentally incapable of caring for themselves and who qualify as dependents on your tax return

Claims for reimbursement must total at least \$50 and are processed weekly by Meritain Health. You will receive an account statement each time you are reimbursed. You have until June 30 of the following year to have claims for reimbursement for the prior year processed.

### LIFE EVENT CHANGES

If your family or job status changes, for reasons specified in IRS regulations, you can start or stop a Dependent Care Spending Account, and under certain circumstances you can change the amount

of the deposit. An account can be stopped or started, or the deposit amount can be changed only if the change is consistent with the documented Qualifying Life Event. For more information, please refer to the summary of permissible life event changes in this booklet.

### FEDERAL TAX CREDIT

If you have dependent care expenses, you may be eligible for a tax credit on your federal income tax return. You cannot apply the same expenses to both a spending account and the tax credit, however. Your particular situation (and your possible eligibility for an earned income tax credit) will determine which method is better for you. By law, spending account balances do not earn interest. Money deposited in the health care spending account cannot be used for dependent care expenses, and vice versa.

**IRS RULES:** Spending accounts are governed by Internal Revenue Service rules. Please refer to IRS guidelines for specifics. In addition, the IRS says that any unspent balance at the end of the year must be forfeited. This "Use or Lose" rule is the trade-off for the tax advantages you enjoy by using the accounts. In addition, if you terminate your participation in a spending account, only expenses incurred prior to the termination date can be considered for reimbursement. Since this account is to be used for predictable expenses, careful planning should help you avoid any forfeiture. Any money forfeited at the end of the year will be used to offset the costs of administering Benelect.

For expenses to be reimbursed, care cannot be given by anyone you claim as a dependent on your tax return. You can be reimbursed for expenses paid to a relative age 19 or older if you do not claim the person

as a dependent. You must submit a receipt from your caregiver, showing the caregiver's taxpayer ID. Any amount deposited in your dependent care spending account will be reported on your W-2 form at the end of the year.

**GRACE PERIOD:** The grace period is a two-and-a-half-month period of time at the end of the plan year that allows you extra time to incur expenses and use your remaining Dependent Care FSA balance. You will need to submit a claim form to receive reimbursement from your prior year FSA during the grace period. All claims submitted for services provided during the grace period will automatically be processed first against the previous year's remaining balance. If your claim exceeds the available funds from the previous plan year, any excess will be automatically applied to your current FSA election.

# Optional After-Tax Benefits

## CHOOSE WHAT YOU NEED

Internal Revenue Service rules require you to use after-tax dollars to pay for these optional benefits. After-tax benefits are available through payroll deduction. Voluntary benefits generally can only be started or stopped each year during open enrollment (except for Group Auto and Home).



### DEPENDENT LIFE INSURANCE

Dependent life insurance is a benefit that will be paid to you if your spouse / equivalent and / or child dies. The price for covering just a spouse / equivalent or an entire family is the same. You can choose from two levels of coverage:

- \$5,000 spouse / \$1,000 each child
- \$10,000 spouse / \$2,000 each child

**No person may be covered both as a Case Western Reserve University employee and as a dependent of an employee, and no person may be covered as a dependent of more than one employee.**

If you and your spouse / equivalent both work for the university, you may not elect the spousal life insurance and only one of you may elect dependent life insurance for your children.

Coverage for spouse / equivalent ends at age 85. Coverage for dependent child(ren) ends at age 26. Please notify Benefits Administration to stop deductions for dependent life.

Dependent life insurance for both children and spouse / equivalent are guaranteed issued for new hires. Dependent life insurance added during open enrollment requires evidence of insurability for spouse / equivalent. The addition of dependent life insurance covering your spouse / equivalent will take effect on the first day of the policy month coinciding with or the month following the date stated in the approval notice from the provider.

### PREPAID LEGAL

MetLife Legal Plans offer representation for many personal legal services through the prepaid Legal Plan. Covered services include:

- Wills and estates
- Debt matters
- Injury and insurance
- Traffic
- Criminal
- Real estate

In addition, you may receive telephone advice and office consultations for virtually any personal legal matter. This gives you the opportunity to talk with an attorney about any personal legal issues that are not specifically excluded matters, even if the matter is not fully covered.

#### In-Network

All covered services are paid in full, and no claim forms are required.

#### Out-of-Network

You may choose a non-plan attorney and be reimbursed according to a set fee schedule.

Contact MetLife Legal Plans at **1.800.821.6400** prior to meeting with a non-plan attorney to obtain the fee schedule.

### GROUP AUTO AND HOME

**Farmers Insurance** underwrites the Farmers GroupSelect® Auto and Home program. Farmers Insurance offers employees a wide range of quality coverage including automobile, home, boat, umbrella, and other personal property and liability insurance at special rates and discounts. Cost of coverage is based on an individual basis.

Inquire by phone at **1.800.438.6381** for your policy. Coverage begins and ends according to your individual policy.



# WELLNESS

## CHOOSE TO MAKE THE MOST OF YOUR HEALTH

### INCENTIVES

You may be able to receive \$25 each month in your paycheck in 2023. If you are a medical plan participant, or will be adding our medical coverage for 2023, simply complete the Health Risk Assessment and 2 of the following 3 activities before November 30, 2022, to qualify:

- Biometric Screening
- Primary Care Provider Assessment form
- Tobacco Attestation form

Details on how to participate can be found in the [Wellness website](#).

Getting healthy is good for your wallet, too. During 2023 you can receive an additional \$100 - \$200 when you participate in programs on tobacco cessation, stress management, weight management or nutrition, physical activity, financial, and community well-being.

Case Western Reserve University is committed to helping you find the resources you need to manage your health while taking the right steps to be as healthy as possible.

Making better choices in the food we eat, the activities we do, and the lifestyles we live is easier than ever.

- The CWRU campus includes free fitness and recreational facilities, cafeterias with wholesome options, and classes and programs to increase awareness on the importance of good health.
- The Impact Solutions employee assistance service provides confidential counseling from a network of licensed and credentialed professionals.
- Our health plan carrier, Medical Mutual, offers wellness programs, plans, and tools on easily accessible websites.
- The university's Wellness Program offers lifestyle behavior change programs throughout the year for faculty and staff.

**NOTICE OF REASONABLE ALTERNATIVE STANDARD:** If a medical condition makes it unreasonably difficult for you to achieve the standards for the incentive under this program, or if it is medically inadvisable as determined by your physician or health care provider for you to attempt to achieve the standards for the incentive under this program, contact [erc10@case.edu](mailto:erc10@case.edu) to request a reasonable alternative standard, and we will work with you to provide another way to qualify for the incentive. Recommendations of your physician or health care provider will be considered and accommodated in developing an alternative standard that is reasonable considering your health status.

## CWRU WELLNESS RESOURCES

### PHYSICAL ACTIVITY

#### [Campus Recreation Centers](#)

Free use of the Veale Convocation, Recreation and Athletic Center and James C. Wyant Athletic Wellness Center for swimming, other cardiovascular workouts and strength training is available. Spouses / domestic partners may join the Veale Center for a \$150 annual fee.

#### [One to One Fitness](#)

Located on campus, this center offers a full range of fitness equipment and classes. Monthly fees are discounted if paid through payroll deduction. Call 216.368.1121.

#### [Squire Valleevue Farm](#)

This Hunting Valley farm is used for scientific study, education, and recreation for students and employees. Call 216.368.0275.

### WELLNESS PROGRAMS

Stress management, physical activity, nutrition, community, and financial well-being programs are offered on campus and online throughout the year for benefits-eligible employees. Programs are being offered virtually, via Zoom as well as live, during the pandemic. Additional information may be found on the [Wellness website](#).

### TOBACCO CESSATION

Individual and telephonic coaching and an online program for tobacco cessation are offered throughout the year. Additional information may be found at the [Wellness website](#).

### WEIGHT MANAGEMENT

A 50% subsidy for Weight Watchers participants is available for all benefits eligible faculty and staff. Additional information may be found at the [Wellness website](#).

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For additional wellness information available to all employees regardless of medical plan selection:

- call 216.368.5790
- e-mail [erc10@case.edu](mailto:erc10@case.edu)
- visit the [Wellness website](#)

# WELLNESS

## IMPACT SOLUTIONS

When you face situations that are overwhelming, Impact Solutions can help. You are eligible for five free visits per issue per year. You may be concerned about:

- Personal issues
- Depression
- Anxiety
- Marital matters
- Retirement
- Chemical dependency and abuse
- Parenting issues
- Divorce adjustment and options
- Work-related stress
- Legal and financial questions
- Nutrition and Eldercare issues

When complications arise from stress, marital and family issues, parenting challenges, depression, anxiety, substance use, medical issues, and other emotional concerns, please contact Impact Solutions, CWRU 's Employee Assistance Program. Professional phone support is available around the clock on an unlimited basis for you and your family members. Just call 1-800-227-6007.

### CHILD CARE

Impact Solutions child-care specialists have access to a database of child-care provider resources links in and around your area. From infants to teens, Impact Solutions can help you evaluate the quality of care and programs, address child development and parenting issues, and provide written information and practical tools such as booklets, checklists, and guides. Referrals to community and nationwide services include:

- Day care centers
- Family day care home providers
- In-home providers
- Before and after-school programs
- Preschool / Headstart programs
- Summer programs
- Emergency / temporary / mildly sick care programs
- "Special needs" programs

### TESS - 24/7 Mental Health Chat Bot

To get started, text "Hi" to Tess at 1.415.360.0023. Startup code: CWRUEAP

#### OTHER IMPACT SOLUTIONS PROGRAMS

Impact also offers nutrition, tobacco and eldercare counseling and other

resources to help you live a healthy, balanced life.

Call 1.800.227.6007 to be connected with Impact Solutions. For more information, visit the [Impact Solutions website](#).

**Enter Member Login:  
CWRU**

**Case sensitive, use all caps.**



## CARRIER WELLNESS RESOURCES

### SAMPLE WELLNESS OFFERINGS

	Medical Mutual
Website	<a href="http://Medmutual.com">Medmutual.com</a>
Mobile App	Yes
Health Assessment	Yes
Health Coach	Yes (through disease and maternity management programs)
Fitness Discount	GlobalFit
Tobacco Cessation	SuperWell Quitline
Disease/ Chronic Condition/ Maternity Management	Yes
Other	MyCare Compare 24/7 NurseLine: 888.912.0636

Medical Mutual of Ohio has devoted portions of their website to wellness. Access detailed information at the Wellness website under "Additional Programs" then "Insurance Company Programs."

In addition, you will find discount programs, disease management information and nutrition coaching to help you and your family balance healthy living with the demands of your life.

# REQUIRED FEDERAL NOTICES

**Special Enrollment Rights:** If you decline enrollment for yourself, your spouse or your dependents in the medical, dental and vision plans because of other medical coverage, you may later be able to enroll yourself and your dependents in this plan, provided that you request enrollment within 30 days after your prior coverage ends (or 60 days following loss of your prior coverage if your prior coverage is based on Medicaid or the Children's Health Insurance Program). In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your dependents provided that you request enrollment within 30 days of the marriage, birth, adoption or placement for adoption.

**Creditable Coverage:** You should be provided with a certificate of creditable coverage, free of charge, from this plan via your health insurance issuer or administrator when you lose coverage under the plan; when you become entitled to COBRA; or when COBRA coverage ceases, if you request it before you lose coverage or if you request it up to 24 months after losing coverage.

**Newborns' and Mothers' 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 as applicable). In any case, plans and issuers may not, under federal law, require that a provider obtain authorization from the plan or issuer for prescribing a length of stay not in excess of 48 hours (or 96 as applicable).

**Women's Health and Cancer Rights Act of 1998:** The Women's Health and Cancer Rights Act requires group health plans and their insurance companies and HMOs to provide certain benefits for mastectomy patients who elect breast reconstruction. In the case of a plan participant who receives benefits in connection with a mastectomy, coverage

will be provided in a manner determined in consultation with the attending physician for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance; and
- Prostheses and treatment of physical complications of mastectomy, including lymphedemas.

Breast reconstruction benefits are subject to deductibles and co-insurance limitations that are consistent with those established for other benefits under the plan.

**HIPAA and Privacy Practices on Protected Health Information Notification of Availability:** The Health Insurance Portability and Accountability Act (HIPAA) requires within the Standards for Privacy of Individually Identifiable Health Information (commonly known as the HIPAA Privacy Rule), a notice to be sent, which serves to inform you of the availability of the Notice of Privacy Practices for Case Western Reserve University Group Health Plan.

The Notice of Privacy Practices describes how protected health information may be used or disclosed by your Group Health Plan to carry out payment, health care operations, and for other purposes that are permitted or required by law. The Notice also sets out our legal obligations concerning your protected health information and describes your rights to access and control your protected health information. A copy of the Notice of Privacy Practices is available to all members of the Group Health Plan. You can obtain a copy of the Notice of Privacy Practices by:

- Picking up a paper copy in the Human Resources Department or;
- Contacting Benefits Administration at **216.368.6964** or visiting the Human Resources website.

**COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986):** Part of this law requires employers to continue offering health coverage for enrollees and their dependents for a period of time after an enrollee leaves the employer. Typically, the employee pays the entire monthly premium when covered by COBRA.

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*Any additional questions should be directed to:*

Benefits Administration  
Case Western Reserve University  
320 Crawford Hall  
10900 Euclid Avenue  
Cleveland, OH 44106-7047  
AskHR@case.edu  
Phone: 216.368.6964

# GLOSSARY OF TERMS



**Co-payment:** A fixed sum and / or percentage that an enrollee pays for specific health services, regardless of the total charge for service (the insurer pays the rest of the total charge). For example, an enrollee may pay a \$20 co-payment for each doctor ' s office visit, \$250 for each stay in the hospital, and \$15 for each prescription.

**Co-insurance:** The portion of covered health care costs for which the covered person has a financial responsibility, usually according to a fixed percentage.

**Deductible:** A predetermined annual amount an enrollee must pay before the insurer will begin paying its portion of covered expenses. For example, if the plan has a \$500 deductible, the insured person would be responsible for the first \$500 of his or her health care bills each year.

**Domestic partner:** see definition of spouse equivalent.

**Drug formulary:** A listing of prescription medications (name brand and generic) that are preferred for use by the health plan and will be dispensed through participating pharmacies to covered persons. This list is subjected to periodic review and modification by the pharmacy benefit management plan.

**Evidence of coverage:** A detailed description of the benefits included in the health plan. An evidence / certificate of coverage is required by state laws and representative of the coverage provided under the contract issued to an employer.

**Medically necessary:** The evaluation of health care services to determine if they are: medically appropriate and necessary to meet basic health needs; consistent with the diagnosis or condition and rendered in a cost-effective manner and consistent with national medical practice guidelines regarding type, frequency, and duration of treatment.

**Preferred provider organization (PPO):** Plan participants may seek care from an in-network provider or from an out-of- network provider, but the plan makes no provision to couple a patient with a primary-care physician or gatekeeper. Typically, the patient pays more for services from an out-of- network provider.

**Preventive care:** Comprehensive care emphasizing priorities for prevention, early detection, and early treatment of conditions, generally including routine physical examination, immunization, and well-person care.

**Spouse equivalent:** The same- or opposite-sex domestic partner of a benefits-eligible employee. Eligibility for medical and dental insurance is contingent upon completion of affidavit.

**Usual, customary, and reasonable amount (UCR amount):** The maximum amount allowed (reimbursable) for a covered service provided by a physician and other professional provider based on the provider criteria (see appropriate certificates of coverage).



