

## ***The EBD Update – Friday, July 20, 2007***

A weekly publication by The Employee Benefits Division

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### ***\*\* For Public School Officials Only \*\****

#### **Annual Benefit Guide**

According to the latest word from our printer, we expect that the Annual Benefit Guides will ship on Tuesday, July 24<sup>th</sup>. Once they are received by the mailing company and by EBD, we will begin the process of mailing to the individual employees and to the districts / co-ops.

#### **Benefit Confirmation Forms**

We have started the process of mailing the Benefit Confirmation Forms to the members. I expect that all forms will be mailed by the middle of next week.

#### **Employee Enrollment Presentation**

An employee open enrollment PowerPoint Presentation has been posted to ARBenefits under the Benefits Library as a PPT file and as a PDF. Please feel free to download the presentation and edit as you see fit. I hope that it will come in useful for your employee meetings.

#### **Message from USABLE Life**

Within the next two weeks, one of our representatives will be visiting you and bringing you the annual Life Insurance enrollment information for the Arkansas Public School Employees. There will be no changes in rates or benefits for the Basic, Supplemental and Dependent Life benefits this year.

NEW FEATURE: New or transferring employees may enroll in life insurance benefits and designate their beneficiary on-line this year at the web address below. Instructions for the site will be included in your packet – but the site is easy to use without instructions – try it and see! You can copy and paste the below address into your internet browser. Once the employee fills out the application on line, they will need to print it, and submit it to you. You can send the applications to USABLE Life in the normal manner. If you have any questions, please contact Nicola Patterson at [NPatterson@usablelife.com](mailto:NPatterson@usablelife.com)

<http://www.usablelife.com/enrollment/ar/schools/>

#### **Employee Checks for Health Insurance**

If you find yourself in a situation where a member is paying his or her portion of the insurance premium with a personal check, please be sure to include the member's ID #. This will help us to process the payment appropriately and avoid confusion with member premiums. This could happen with a member on Leave without Pay or at the time of a status change like the birth of a new child.

\* \* Please note that the Member ID number is NOT the Social Security Number. The ID number can be found on the member's insurance ID card. \* \*

**\* \* For State Agency Representative Only \* \***

**Pre-Enrollment Meeting set for Ferndale**

With all the changes happening this year, we thought it would be a good opportunity to expand the annual Pre-Enrollment meeting. **So Mark Your Calendar for September 12<sup>th</sup> and 13<sup>th</sup> at the Ferndale 4H center.** This year we will be expanding not only the number of days, but our invited vendors as well to include many of our Voluntary Product vendors. It is important that we all have the right information for the membership about the various products that are offered.

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