

A person with long hair is seen from the side, sitting at a desk and working on a laptop. A brown bag is hanging on the back of the chair. On the desk, there is a white mug and a small white box. The entire image has a teal overlay.

THE EMPLOYMENT COMMONS

2022 EMPLOYEE BENEFITS GUIDE

BENEFIT PLAN INFORMATION EFFECTIVE JUNE 1, 2022 – DECEMBER 31, 2022

MEDICAL • DENTAL • VISION • LIFE • DISABILITY • EMPLOYEE ASSISTANCE PLAN • AND MORE

WELCOME TO YOUR EMPLOYEE BENEFITS GUIDE

BENEFIT PLAN INFORMATION EFFECTIVE JUNE 1, 2022 – DECEMBER 31, 2022

The Employment Commons is dedicated in providing a benefits program designed to support the needs of our community employees and their dependents. We understand the importance of a well-rounded benefits package and offer a wide range of comprehensive and affordable plans to help protect you and your family.

The Employee Benefits Guide is your go-to resource for all things benefits and can help to make informed decisions about your employee benefits package. In this Guide you will find:

- ✓ Eligibility Requirements
- ✓ Enrollment Opportunities
- ✓ Benefit Plan Details
- ✓ Employee Plan Costs
- ✓ Vendor Contact Information & Resources
- ✓ and Much More

Please spend some time to review the available options summarized in this Guide and choose your benefits carefully. If you have any questions about our employee benefits program, please contact one of the many resources available on page 2 of this Guide.

TABLE OF CONTENTS

ELIGIBILITY	2
ENROLLMENT	2
CONTACTS & RESOURCES	2
MEDICAL OVERVIEW & PLAN COSTS	3
MEDICAL CIGNA NETWORK	3
MEDICAL PPO COPAY PLANS	4
MEDICAL HIGH DEDUCTIBLE HEALTH PLANS	5
MEDICAL HEALTH SAVINGS ACCOUNT	6
MEDICAL MEMBER RESOURCES & SAVINGS	7
PHARMACY RESOURCES	7
DENTAL	8
VISION	8
FLEXIBLE SPENDING ACCOUNT	9
LIFE	10
DISABILITY	10
EMPLOYEE ASSISTANCE PLAN	10
ADDITIONAL BENEFITS	11
RETIREMENT 401k	11
HEALTHCARE NOTICES	12

This Guide provides highlights of the benefit plans offered to you by Employment Commons, LCA, and in no way serves as the actual plan description or plan document. Certain restrictions and exclusions apply. For exact terms and conditions, please refer to the Plan Document, Contract or the Summary of Benefits & Coverage (SBC). The plan documents will always govern the benefits that Employment Commons offers. Employment Commons reserves the right to modify any or all of these plans at any time. Please email support@opolis.co for more information.

The information provided in this Guide is advisory and is provided for general informational purposes only. This information should not be considered legal or tax advice or legal or tax opinion on any specific facts or circumstances. Readers and participants are urged to consult their legal counsel and tax advisor concerning any legal or tax questions that may arise.

ELIGIBILITY & ENROLLMENT

CONTACTS & RESOURCES

FOR QUESTIONS ABOUT ELIGIBILITY AND ENROLLMENT

SUPPORT@OPOLIS.CO

FOR QUESTIONS ABOUT BENEFITS, NETWORK PROVIDERS AND FACILITIES, CLAIMS, AND ID CARDS

MEDICAL

Allied – Cigna PPO National Network Access

Group #A21169

800.288.2078 (M-Th 7:30am-7pm CST, F 8am-5pm, Sat 9am-12pm)

alliedbenefit.com

Search for Providers via Allied or at cigna.com = PPO, Choice Fund PPO Network

PRESCRIPTION

CVS Caremark

Group #Rx2129 BIN 004336 PCN ADV

877.860.6415

caremark.com

DENTAL

Principal

Group #TBD

800.247.4695

principal.com

VISION

Principal – VSP Choice Plus Network Access

Group #TBD

800.247.4695 or VSP 800.877.7195

principal.com and vsp.com

FLEXIBLE SPENDING & HEALTH SAVINGS ACCOUNTS

HealthEquity

866.346.5800

healthequity.com

LIFE & DISABILITY

Principal

Group #TBD

800.247.4695

principal.com

EMPLOYEE ASSISTANCE PROGRAM

Principal and Magellan

800.356.7089

magellanascent.com

NEED MEDICARE GUIDANCE?

For those eligible or nearing eligibility for Medicare, we encourage you to reach out to Willamette Valley Benefits to review your options. Willamette Valley Benefits can explain how Medicare works and help you to make an informed decision about your Medicare enrollment.

WWW.WVBENEFITS.COM 888.944.4644

ELIGIBILITY

Regular full-time employees are eligible for benefits beginning on the first of the month following or coinciding with date of hire. This is referred to as your **Initial Eligibility Period**.

Eligible dependents can also enroll in the Medical, Dental, and Vision plans. Eligible dependents include your spouse or domestic partner, your children, and your spouse's or domestic partner's children. Dependent children are eligible through the last day of the month of their 26th birthday.

ENROLLMENT OPPORTUNITIES

You are eligible to enroll and/or make plan changes in the Medical, Dental, and Vision plans as follows:

1. Initial Eligibility Period (above)
2. Qualifying Life Event *
 - Marriage, Divorce or Legal Separation
 - Birth or Adoption
 - Death
 - Loss or Gain of Group Coverage Through Employer, Medicare, Medicaid or State Health Insurance Program
3. Annual Open Enrollment, which is held in April/May for a June 1st, 2022 effective date. PLEASE NOTE, to realign our plans to run calendar year, we will have a special Open Enrollment in November/December 2022 for a January 1st, 2023 effective date.

* If you have a Qualifying Life Event change, you must notify support@opolis.co within 30 days, or you forfeit your opportunity to make changes and must wait until the next Open Enrollment period.

ENROLLMENT INSTRUCTIONS

Benefit plan enrollment is done through our website, during your Initial Eligibility Period, and confirmed again annually during Open Enrollment:

▶ COMMONS.OPOLIS.CO

From this site you will be able to:

- ✓ Review the available benefit plan options.
- ✓ See how much the plans will cost you.
- ✓ Access benefit plan details and additional member information and resources.
- ✓ Elect your beneficiaries.
- ✓ ENROLL

MEDICAL

Employment Commons Group Medical Plans are administered by Allied, with access to Cigna's National PPO Network. Employees have the option of selecting between 4 medical plans for the coverage that best meets your needs. Included with the medical plans is Prescription Drug coverage, administered by CVS Caremark.

▶ See page 7 of this Guide for additional resources, discounts and perks available to our medical plan members.

EVALUATING YOUR MEDICAL PLAN OPTIONS

It is important to understand the healthcare coverage options that may be available to you: Employment Commons medical plans; coverage through a spouse or parent; Health Insurance Marketplace www.healthcare.gov; Medicaid or other State/Federal Assistance Program; Medicare (age 65+); Individual Plans.

To help in your plan selection, the following pages include details about each of the available medical plans through Employment Commons, with a side-by-side highlight comparison of the plans below, to include monthly pre-tax plan costs.

As you evaluate the medical plan options and your insurance needs, pay close attention to plan benefit levels and cost components. Consider the amount of your payroll deduction, as well as other plan expenses, such as member deductible, copays, and the annual out-of-pocket maximum.

MEDICAL PLAN COMPARISON	BRONZE 6,000 PPO COPAY PLAN	BRONZE 5,000 HIGH DEDUCTIBLE HEALTH PLAN	SILVER 4,900 HIGH DEDUCTIBLE HEALTH PLAN	GOLD 750 PPO COPAY PLAN
MONTHLY PLAN COSTS	PRE-TAX	PRE-TAX	PRE-TAX	PRE-TAX
Employee Only	\$298.72	\$333.65	\$420.69	\$588.34
Employee + Spouse	\$776.01	\$798.17	\$998.82	\$1,326.69
Employee + Child(ren)	\$714.05	\$752.27	\$927.99	\$1,223.44
Employee + Family	\$1,127.06	\$1,185.92	\$1,456.64	\$1,911.77
FSA or HSA Pre-Tax Plans For Eligible Healthcare Expenses	FSA Eligible Plan SEE PAGE 9 FOR MORE INFORMATION ON FSAs	HSA Eligible Plan SEE PAGE 6 FOR MORE INFORMATION ON HSAs	HSA Eligible Plan SEE PAGE 6 FOR MORE INFORMATION ON HSAs	FSA Eligible Plan SEE PAGE 9 FOR MORE INFORMATION ON FSAs
ANNUAL DEDUCTIBLE	IN NETWORK \$6,000 Per Member \$12,000 Family Maximum	IN NETWORK \$5,000 Employee Only \$10,000 E + Dependent(s)	IN NETWORK \$4,900 Employee Only \$9,800 E + Dependent(s)	IN NETWORK \$750 Per Member \$1,500 Family Maximum
ANNUAL MAXIMUM	IN NETWORK \$8,700 Per Member \$17,400 Family Maximum	IN NETWORK \$6,950 Employee Only \$13,900 E + Dependent(s)	IN NETWORK \$4,900 Employee Only \$9,800 E + Dependent(s)	IN NETWORK \$6,500 Per Member \$13,000 Family Maximum
PHYSICIAN OFFICE VISITS	IN NETWORK \$50 Primary Care Copay \$75 Specialist Copay	IN NETWORK ALL SERVICES SUBJECT TO ANNUAL MEMBER DEDUCTIBLE	IN NETWORK ALL SERVICES SUBJECT TO ANNUAL MEMBER DEDUCTIBLE	IN NETWORK \$20 Primary Care Copay \$40 Specialist Copay
PRESCRIPTION DRUGS	IN NETWORK \$10 Generic; 50% Brand; 50% Non-Preferred Brand; 50% Specialty	IN NETWORK 30% After Deductible	IN NETWORK 0% After Deductible	IN NETWORK \$10 Generic; \$60 Brand; 50% Non-Preferred Brand; 50% Specialty

FIND LOCAL & NATIONAL CIGNA NETWORK PROVIDERS & FACILITIES

▶ CIGNA.COM

1. Click on [Find a Doctor, Dentist, or Facility](#)
2. How are you Covered? Click on **Employer or School**
3. Enter Address, City or Zip and then search by Doctor Type, Name, or a Health Facility.
4. Select A Plan - I Live In: enter your Zip Code and click Continue.
5. PLAN NETWORK FOR ALL OFFERED PLANS = **PPO, Choice Fund PPO**



FOR ADDITIONAL ASSISTANCE CONTACT ALLIED CUSTOMER SERVICE AT 800.288.2078 (M-Th 7:30am-7pm CST, F 8am-5pm, Sat 9am-12pm)

MEDICAL | PPO COPAY PLANS

We offer 2 **Preferred Provider Organization (PPO) Copay Plans**, which provide access through Cigna's largest National PPO Network. The PPO plans include physician office visits and prescription drug benefits for an up-front low-cost copay.

PPO Copay Plans can be paired with a **Flexible Spending Account (FSA)**, which allows members to set aside pre-tax dollars to help pay for eligible out-of-pocket medical, dental, and vision expenses (deductibles, coinsurance, copays). [See page 9 of this Guide for more information about FSAs.](#)

PER CALENDAR YEAR	BRONZE 6,000 PPO COPAY PLAN		GOLD 750 PPO COPAY PLAN	
PLAN HIGHLIGHTS	CIGNA PPO NETWORK	OUT-OF-NETWORK	CIGNA PPO NETWORK	OUT-OF-NETWORK
Annual Deductible	\$6,000 Per Member \$12,000 Family Maximum	\$12,000 Per Member \$24,000 Family Maximum	\$750 Per Member \$1,500 Family Maximum	\$6,500 Per Member \$13,000 Family Maximum
Annual Out-Of-Pocket Maximum	\$8,700 Per Member \$17,400 Family Maximum	\$24,000 Per Member \$48,000 Family Maximum	\$6,500 Per Member \$13,000 Family Maximum	\$13,000 Per Member \$26,000 Family Maximum
PREVENTIVE CARE SERVICES	COVERED IN FULL	60% After Deductible	COVERED IN FULL	50% After Deductible
Physician Visits	\$50 Copay Primary Care \$75 Copay Specialist	60% After Deductible	\$20 Copay Primary Care \$40 Copay Specialist	50% After Deductible
Chiropractic & Acupuncture 30 VISITS ANNUALLY	\$50 Copay	60% After Deductible	\$20 Copay	50% After Deductible
Lab & X-Ray	30% After Deductible	60% After Deductible	30% Coinsurance Basic 30% After Deductible Advanced Imaging	50% After Deductible
Hospital Services	30% After Deductible	60% After Deductible	30% After Deductible	50% After Deductible
Urgent Care SAVE MONEY BY USING URGENT CARE FOR SAME-DAY NON-EMERGENT CARE	\$100 Copay	60% After Deductible	\$40 Copay	50% After Deductible
Emergency Room	\$250 Copay Then 50% After Deductible		\$250 Copay Then 30% After Deductible	
PRESCRIPTION DRUGS SEE PAGE 7 FOR MORE INFORMATION	30 DAY SUPPLY RETAIL NETWORK PHARMACIES	90 DAY SUPPLY MAIL ORDER HOME DELIVERY	30 DAY SUPPLY RETAIL NETWORK PHARMACIES	90 DAY SUPPLY MAIL ORDER HOME DELIVERY
CVS caremark Annual Deductible	None		None	
Tier 1: Generic	\$10 Copay	\$20 Copay	\$10 Copay	\$20 Copay
Tier 2: Brand	50% Copay	45% Copay	\$60 Copay	\$120 Copay
Tier 3: Non-Preferred Brand	50% Copay	45% Copay	50% Copay	45% Copay
Tier 4: Specialty	50% Copay	Specialty Pharmacy Only	50% Copay	Specialty Pharmacy Only

USING A COPAY PLAN

- Access to network and non-network providers and facilities. *A higher amount is covered when obtaining care with network providers and facilities.*
- Self-direct your care, although some services may require pre-authorization. See page 7 for more information about pre-authorizations.
- Physician referrals are not required.
- Preventive Care Services are covered in full with network providers.
- Certain services, such as Physician Office Visits, may require a fixed-dollar payment upfront, referred to as your Copay.
- Certain services, such as hospital-based procedures, may require members to pay a percentage of the cost of care, known as Coinsurance.
- Before the plan will pay certain medical expenses, members may be required to pay a specific dollar amount, referred to as the Annual Deductible.
- Once a member has met the Annual Out-Of-Pocket Maximum limit, most services will be covered in full by the plan for the remainder of the calendar year.
- Benefits and visit limitations accrue on a calendar year basis, resetting annually on January 1st.

MEDICAL | HIGH DEDUCTIBLE HEALTH PLANS

We offer 2 qualified **High Deductible Health Plans (HDHP)**, which provide access through Cigna's largest National PPO Network. With a large upfront deductible for most services, an HDHP encourages members to closely analyze their healthcare decisions.

To help offset large up-front plan costs, we encourage members to sign up for the **HealthEquity Health Savings Account (HSA)**, available with our High Deductible Health Plans. An HSA is a personal bank account that allows members to set aside pre-tax dollars to pay for eligible healthcare expenses. **See page 6 of this Guide for more information about HSAs.**

PER CALENDAR YEAR	BRONZE 5,000 HIGH DEDUCTIBLE HEALTH PLAN		SILVER 4,900 HIGH DEDUCTIBLE HEALTH PLAN	
PLAN HIGHLIGHTS	CIGNA PPO NETWORK	OUT-OF-NETWORK	CIGNA PPO NETWORK	OUT-OF-NETWORK
Annual Deductible	\$5,000 Employee \$10,000 E + Dependent(s)	\$10,000 Employee \$20,000 E + Dependent(s)	\$4,900 Employee \$9,800 E + Dependent(s)	\$9,800 Employee \$19,600 E + Dependent(s)
Annual Out-Of-Pocket Maximum	\$6,950 Employee \$13,900 E + Dependents	\$20,000 Employee \$40,000 E + Dependent(s)	\$4,900 Employee \$9,800 E + Dependent(s)	\$19,600 Employee \$39,200 E + Dependent(s)
PREVENTIVE CARE SERVICES	COVERED IN FULL	50% After Deductible	COVERED IN FULL	50% After Deductible
Physician Visits	\$40 After Deductible Primary Care \$60 After Deductible Specialist	50% After Deductible	0% After Deductible	50% After Deductible
Chiropractic & Acupuncture 30 VISITS ANNUALLY	\$40 After Deductible	50% After Deductible	0% After Deductible	50% After Deductible
Lab & X-Ray	30% After Deductible	50% After Deductible	0% After Deductible	50% After Deductible
Hospital Services	30% After Deductible	50% After Deductible	0% After Deductible	50% After Deductible
Urgent Care SAVE MONEY BY USING URGENT CARE FOR SAME-DAY NON-EMERGENT CARE	\$60 After Deductible	50% After Deductible	0% After Deductible	50% After Deductible
Emergency Room	50% After In-Network Deductible		0% After Deductible After In-Network Deductible	
PRESCRIPTION DRUGS SEE PAGE 7 FOR MORE INFORMATION	30 DAY SUPPLY RETAIL NETWORK PHARMACIES	90 DAY SUPPLY MAIL ORDER HOME DELIVERY	30 DAY SUPPLY RETAIL NETWORK PHARMACIES	90 DAY SUPPLY MAIL ORDER HOME DELIVERY
CVS caremark®	Subject To Medical Plan Deductible		Subject To Medical Plan Deductible	
Annual Deductible	Subject To Medical Plan Deductible		Subject To Medical Plan Deductible	
Tier 1: Generic	30% After Deductible	25% After Deductible	0% After Deductible	0% After Deductible
Tiers 2 & 3: Brand	30% After Deductible	25% After Deductible	0% After Deductible	0% After Deductible
Tier 4: Specialty	30% After Deductible	Specialty Pharmacy Only	0% After Deductible	Specialty Pharmacy Only

USING A HIGH DEDUCTIBLE HEALTH PLAN

- Access to network and non-network providers and facilities. *A higher amount is covered when obtaining care with network providers and facilities.*
- Self-direct your care, although some services may require a pre-authorization. See page 7 for more information about pre-authorizations.
- Physician referrals are not required.
- Preventive Care Services are covered in full with network providers.
- For all covered non-preventive care services, members are required to pay a specific dollar amount up front, referred to as the Annual Deductible.
- Once the Annual Deductible has been met, most services will continue to require the member to pay a percentage of the cost, known as Coinsurance, or a dollar amount, known as a Copay.
- Once a member has met the Annual Out-Of-Pocket Maximum limit, most services will be covered in full by the plan for the remainder of the calendar year.
- Under HDHPs, the Deductible and Annual Maximum amounts are based on enrollment. If enrolled with dependents, all members are subject to the Employee + Dependent(s) amounts.

MEDICAL | HEALTH SAVINGS ACCOUNT

By enrolling in a Qualified High Deductible Health Plan, you are eligible to contribute tax-free* money into a Health Savings Account (HSA). An HSA is a personal bank account, administered by an authorized financial institution, which accumulates funds that can be used to pay healthcare costs, particularly those associated with the deductible under your High Deductible Health Plan, also known as an HDHP.

ADVANTAGES OF A HIGH DEDUCTIBLE HEALTH PLAN w/HSA

- Lower medical plan premiums than traditional PPO medical plans.



Use the monthly premium savings to contribute to your HSA. Contributions can be set up to be automatically deducted from each paycheck and deposited directly into your HSA.

- HSA pre-tax contributions may reduce your taxable income.
- HSA funds accumulate tax-free* interest, subject to state law.
- You own your HSA. The monies in the account are yours, and will remain with you, even if you leave the company.
- Withdrawals are tax-free* when paying for qualified expenses.
- Post-tax contributions you make to your HSA may be tax-deductible on your tax return (excluding AL, CA and NJ up to the applicable maximum contribution).
- Your HSA is a vehicle to save for future health needs, such as COBRA premiums, long-term care or healthcare after retirement.

HSA ELIGIBILITY QUALIFICATIONS

To make tax-free* deposits to an HSA, the IRS requires that:

- you are covered by an HSA Qualified High Deductible Health Plan (HDHP);
- you have no other health coverage - such as other non-HDHP health plan (spouse's plan), Medicare, Tricare, military health benefits;
- you have not received any health or prescription benefits from the Veteran's Administration, or one of their facilities, in the last 3 months. Exception for those enrolled in VA benefits and use the plan solely for "service-related injuries".
- you are not covered by, or eligible to make claims for, a non-limited Healthcare Flexible Spending Account (FSA);
 - ▶ **For employees with an existing FSA for 2022** and newly enroll in a High Deductible Health Plan on June 1st, you will not be eligible to open or contribute to an HSA until January 1st, 2023, and you must exhaust all FSA monies prior to December 31st, 2022.
- your spouse is not enrolled in a general-purpose FSA through their employer;
- you are not claimed as a dependent on another individual's tax return.

ANNUAL HSA CONTRIBUTION LIMITS

Contributions cannot exceed \$3,650 for employee only enrollment, and \$7,300 for employee + dependent(s) enrollment in 2022. Individuals age 55 or older may also contribute an additional \$1,000 in "catch-up" contributions.

USING YOUR HSA FUNDS

You can use your money tax-free* at any time for HSA eligible expenses. If you use the money for non-eligible HSA expenses, you will be subject to income tax and a 20% tax penalty. See separate rules/taxation for those over age 65.

To use your HSA, the most convenient way to pay for qualified HSA expenses is to utilize your HSA Debit Card. You can also use your own funds and reimburse yourself by making a withdrawal from your HSA. *It is recommended that you keep all receipts for HSA purchases should you ever be audited by the IRS.*



ACTIVATE YOUR HSA

The High Deductible Health Plans come with an HSA administered through HealthEquity. To activate your personal HealthEquity HSA:

- Enroll in one of the HSA eligible High Deductible Health Plans through our website.
- Enter your pre-tax contribution. Your elected contribution will then automatically be deducted from each paycheck and deposited directly into your HSA.
- Once you confirm your HSA election, your HealthEquity Health Savings Account will be opened on your behalf.

ACCESSING YOUR HSA

Once your account has been set up by HealthEquity, you will receive a packet of information, mailed to your home, with details about your HealthEquity HSA, including your **HSA Debit Card**.

Manage your account at any time, online at thehealthequity.com or via HealthEquity's mobile app:

- ✓ Make payments to providers.
- ✓ View your account balance, transactions, and contributions.
- \$ Easy to use investment features to maximum tax-free earning potential on your HSA funds.



FOR MORE INFORMATION
[HEALTHEQUITY.COM/HSALearn](https://thehealthequity.com/hsalearn)
866.346.5800

THE INFORMATION PROVIDED IS INTENDED FOR GENERAL GUIDANCE ONLY. WE RECOMMEND THAT YOU CONSULT WITH A TAX ADVISOR FOR SPECIFIC TAXATION INFORMATION AND ADVICE BEFORE ENROLLING IN A HIGH DEDUCTIBLE HEALTH PLAN.

* HSA's are never taxed at a federal income tax level when used appropriately for qualified medical expenses. Most states recognize HSA funds as tax-free with very few exceptions. Consult a tax advisor regarding your state's specific rules.

MEDICAL | MEMBER RESOURCES

ALLIEDBENEFIT.COM

Get the most out of your medical plan membership - connect to your personal plan information online through our Allied Member Portal.

TRACK YOUR BENEFITS & COVERAGE Review claims, see your deductible, and more.

FIND A DOCTOR Connect to CIGNA.COM to find providers in the Cigna PPO Network.

PRESCRIPTION INFO Link to CAREMARK.COM for details about our prescription benefits.

REACH FOR BETTER HEALTH & SAVINGS Access additional resources available to members to assist with healthy living and out-of-pocket savings.

SERVICES REQUIRING PRE-AUTHORIZATION

THE FOLLOWING NON-EMERGENT SERVICES REQUIRE PRE-AUTHORIZATION FOR COVERAGE BEFORE SERVICES ARE PROVIDED. Failure to obtain pre-authorization prior to receiving these services will result in higher out-of-pocket costs to the member. Contact Cigna's Pre-Authorization Team for more information, 800.288.2078.

- Hospital Admissions and Inpatient Confinements
- Select Outpatient Procedures and Surgeries:
 - Any Potentially Cosmetic Service (Breast, Eyes/Nose, Head/Ear, Skin, Trunk/Body or Vein Therapy/Treatment)
 - Any Potentially Investigational/Experimental Service
 - Maxillo-Facial orthopedics and Mandibular Surgical Procedures
 - Spinal Surgeries and Procedures of the Spine
- Skilled Nursing and Sub-Acute Facility Admissions and Confinements
- Durable medical equipment (DME)
- Home Health Care and In-Home Services (including IV therapy)
- Transplant Related Services (including Initial Consultation and Evaluation)
- Sleep Management Programs, including but not limited to:
 - Obstructive Sleep Apnea, Diagnostic or Therapeutic Sleep Studies.
 - Oral Pharynx Procedures (Uvullectomy, and LAUP Procedures)
- Inpatient Mental/Nervous and Substance Use Disorder Services: Pre-Authorization through Allied Care Solutions, 800.288.2078.
- Specialty and High-Cost Prescription Drugs: Pre-Authorization through Caremark, 877.860.6415.

GET THE RIGHT CARE AT THE RIGHT TIME FOR THE RIGHT PRICE



PRIMARY CARE (\$)

Want to see someone who knows your health, but it's not urgent? Have a chronic problem, need preventive care or follow-up? Contact your Primary Care Provider to schedule an appointment.



URGENT CARE (\$\$)

Know you need help right away, but don't think you are in immediate danger? Urgent care can deal with things like minor cuts and burns, infections and more. Visit an urgent care facility near you.



EMERGENCY (\$\$\$)

Think your life may be in danger? Maybe you have signs of heart attack, stroke, uncontrolled bleeding or unbearable pain? Go immediately to the nearest emergency room.



Prescription Drug Benefits provided with our Allied Medical Plans are managed by CVS Caremark. There are many prescription resources and cost saving features available through our plans.

▶ REGISTER FOR YOUR CVS CAREMARK MEMBER PORTAL AT CAREMARK.COM



- Locate CVS Caremark Network Pharmacies
- View the Performance Drug List: CVS Caremark Performance Drug List – Standard Control is a guide within select therapeutic categories, assigning a Drug Tier, to identify the member cost share. The Performance Drug List includes common FDA-approved generic (Tier 1) and brand preferred (Tier 2) drugs within select therapeutic categories. Brand drugs not identified on this list as generic or brand preferred are designated as non-preferred brands (Tier 3). This Drug List is not a complete list of medications, and some medications listed may not be covered. See the Performance Drug List posted at Caremark.com for the most up to date information.
- Compare Drug Costs and Effectiveness
- Save time and money by ordering up to a 90-day supply of maintenance medications through CVS Caremark Rx Delivery by Mail program.
- Research Medication Usage and Safety
- Access CVS Specialty for Specialty medications and support for members with complex conditions.
<https://www.caremark.com/manage-prescriptions/specialty.html>

DENTAL

The Principal PPO Plan allows members to access services from any licensed dentist, up to an Annual Maximum Benefit. By utilizing Principal national network of providers, your out-of-pocket costs will be less, and your Annual Maximum Benefit will go further.

PRINCIPAL.COM

- ✓ Find Principal Network Providers
- ✓ Estimate Costs For Procedures
- ✓ View Claims Status and Details
- ✓ Check Deductible and Maximum Status
- ✓ Download Your Member ID Card

MONTHLY PRE-TAX COST

Employee Only	\$38.66
Employee + Spouse	\$78.27
Employee + Child(ren)	\$113.96
Employee + Family	\$162.59

DENTAL PLAN HIGHLIGHTS

Annual Deductible PER CALENDAR YEAR
Diagnostic & Preventive Care Exam, Cleaning, X-ray, Fluoride, Sealants
Basic Services Fillings, Extractions, Root Canal, Periodontics, Endodontics
Major Services Crowns, Bridges, Inlays/Onlays, Dentures

Annual Maximum Benefit
PER CALENDAR YEAR

Orthodontia
Adults & Dependent Children/Age 26

PRINCIPAL NETWORK BENEFITS

\$50 Per Member
\$150 Family Maximum

COVERED IN FULL
Deductible Waived

20% After Deductible

50% After Deductible

\$3,000 Per Member Per Calendar Year

+ MAXIMUM ACCUMULATION ROLLOVER

For members who receive dental services totaling less than \$1,000 for the calendar year, up to \$500 will be carried over to the next year's Maximum Benefit.

50% Coinsurance
\$3,000 Lifetime Maximum Benefit



ASK YOUR DENTIST FOR A PRE-TREATMENT ESTIMATE PRIOR TO OBTAINING ANY NON-PREVENTIVE CARE SERVICES. The dentist will verify benefits with Principal and confirm what your total out-of-pocket cost will be prior to the service. This is particularly important when seeing non-network providers, as these providers have not agreed to Principal's contracted rates and may balance bill members for additional amounts.

VISION

The VSP Choice Vision Plan offered through Principal provides up front coverage from VSP Choice Network Providers. To find a VSP Choice Network Provider go to principal.com or vsp.com.



Using your VSP Vision benefit is easy!

- Create an account at vsp.com. Once your plan is effective, review your benefit information.
- Find an eye doctor who's right for you. Visit vsp.com or call 800.877.7195.
- At your appointment, tell them you have VSP through Principal. No ID card necessary.

MONTHLY PRE-TAX COST

Employee Only	\$6.10
Employee + Spouse	\$13.51
Employee + Child(ren)	\$14.10
Employee + Family	\$23.11

VISION PLAN HIGHLIGHTS

WELLVISION Exam
ONCE PER CALENDAR YEAR

HARDWARE

Lenses
ONCE PER CALENDAR YEAR

Frames
ONCE PER CALENDAR YEAR

Contacts *In Lieu of Glasses*
ONCE PER CALENDAR YEAR

VSP CHOICE NETWORK BENEFITS

\$10 Copay

\$25 Copay

- Single Vision, Lined Bifocal, Lined Trifocal, Lenticular
- Lens Enhancements Available - See Applicable Copays and Additional Discounts

- \$200 Allowance + 20% Discount For Cost Above Allowance

- \$200 Allowance for Elective Contact Lenses
- Up To \$60 Copay for Fitting/Evaluation

See the Plan Documents for allowances when seeing non-VSP Choice Network Providers. You may have to pay out-of-pocket when seeing non-VSP providers. Go to vsp.com for details on submitting claim reimbursement requests for services received from non-VSP providers.

ADDITIONAL VSP VISION SAVINGS @ VSP.COM/OFFERS

- **GLASSES & SUNGLASSES** 20% savings on additional glasses and sunglasses, including lens enhancements, from the same VSP provider on the same day as your WellVision Exam.
- **LASER VISION CORRECTION** Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities After surgery, use your frame allowance (if eligible) or discounts for sunglasses from any VSP doctor.

FLEXIBLE SPENDING ACCOUNT



The Healthcare and Dependent Care Flexible Spending Accounts (FSA's) are administered by HealthEquity. An FSA allows you to use pre-tax dollars to reimburse yourself for a wide variety of health and/or dependent care expenses that are not covered through your other benefit plans.

The annual amount you elect to contribute to each account will be divided into equal amounts and deducted from your paycheck before federal, state and local income taxes are withdrawn, therefore reducing your taxable income.

► **FOR MORE INFORMATION ABOUT FSA'S GO TO** [HEALTHEQUITY.COM/LEARN/FLEXIBLE-SPENDING-ACCOUNT](https://www.healthequity.com/learn/flexible-spending-account)

HEALTHCARE FSA

Out-of-pocket healthcare expenses for yourself and your dependents – such as medical, dental and/or vision deductibles, coinsurance, and copays – are eligible for reimbursement from your Healthcare FSA. For a detailed list of eligible expenses go to [learn.healthequity.com/qme/](https://www.healthequity.com/qme/).

THE ANNUAL MAXIMUM HEALTHCARE FSA CONTRIBUTION ALLOWED IS \$2,850.

MAXIMUM CONTRIBUTION FOLLOWS IRS POSTED LIMIT

DEPENDENT CARE FSA

Expenses for dependent care services for children, a disabled spouse, or incapacitated parent are eligible for reimbursement from your Dependent Care FSA as long as you incur these expenses while you and your spouse work or attend school full-time.

THE ANNUAL MAXIMUM DEPENDENT CARE FSA CONTRIBUTION ALLOWED IS \$5,000.

\$2,500 IF MARRIED AND FILING A SEPARATE TAX RETURN

HIGH DEDUCTIBLE HEALTH PLAN ENROLLEES are eligible for the Limited Healthcare FSA, allowing reimbursement for eligible dental and vision care expenses only. Go to [HEALTHEQUITY.COM/LEARN/LPFSA](https://www.healthequity.com/learn/LPFSA) for more information.

RULES AND REGULATIONS

Plan your annual FSA contribution amounts carefully; the election you make when you enroll is binding for the entire plan year unless you have a qualifying status change. Additionally, the IRS imposes some rules and restrictions on the way you can use FSA funds:

- You must re-enroll in the FSA annually.
- Eligible expenses must be incurred during the plan year, which runs January 1st – December 31st.
- You have 90 days from the end of the plan year to submit your expenses for reimbursement (no later than March 31st).
- **At the end of the plan year, you may roll over up to \$570 in unused Healthcare FSA deductions for use in the following contract year. You will forfeit any remaining Healthcare FSA balance over \$570. Monies in the Dependent Care FSA are not eligible for rollover. REMAINING BALANCES AFTER MARCH 31st WILL BE FORFEITED.**
- Money in your Healthcare FSA cannot be used for dependent care expenses, and money in your Dependent Care FSA cannot be used for healthcare expenses.
- You may only make changes to your contribution amounts with a qualifying life event: marriage, divorce or legal separation, death of a spouse or dependent, change from part-time to full-time or full-time to part-time employment, termination or commencement of spouse's employment, significant change in health coverage due to spouse's employment.
- For employees with an existing FSA for 2022 and newly enroll in a High Deductible Health Plan on June 1st (Medical Open Enrollment), you will not be eligible to open or contribute to an HSA until January 1st, 2023, and you must exhaust all FSA monies prior to the end of the FSA Plan Year, December 31st, 2022.

ACCESSING YOUR FSA DOLLARS

1. Be sure that you have necessary claims documentation, to include date of service, provider, type of expense and out-of-pocket cost, such as the Explanation of Benefits from the insurance company or a detailed receipt from your provider.
2. Select from the following EASY ways to access your FSA dollars:

HEALTHEQUITY BENEFITS FSA DEBIT CARD

A HealthEquity Benefits FSA Debit Card will automatically be sent to you when you sign up for the Healthcare FSA. Use your FSA Debit Card to pay for FSA eligible healthcare expenses at point of sale. Remember when using the debit card feature to keep all claim documentation on file as it may be requested by HealthEquity and/or the IRS.

HEALTHEQUITY MOBILE APP

Access your benefits on the go 24/7 – submit claims, review balance and more. Direct deposit available.

ONLINE CLAIMS SUBMISSION [HEALTHEQUITY.COM](https://www.healthequity.com)

Log in, upload your claim documentation, complete the online wizard, and reimbursement will be sent to you within days.

LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Life and AD&D benefits are provided through Principal. The Life Insurance benefit pays your designated beneficiary(ies) \$50,000 in the event of your death. This benefit is doubled if your death is the result of an accident. Benefits are also payable in the case of dismemberment.

IMPORTANT

YOUR LIFE BENEFITS ARE PAID TO THE INDIVIDUAL(S) OR ENTITY(IES) YOU HAVE SELECTED AS YOUR BENEFICIARY.

UPDATE YOUR BENEFICIARY DESIGNATION AT [COMMONS.OPOLIS.CO](https://commons.opolis.co).

MONTHLY COST: \$6.35

▶ WILL & LEGAL DOCUMENT CENTER provided by ARAG®

Create legal documents with this FREE online resource through Principal.
ARAGWILLS.COM/PRINCIPAL

DISABILITY

Your ability to earn an income may be your most important asset. No one expects to get sick or injured, however, life can change in an instant. When the unexpected becomes reality, Disability Insurance can provide income protection and peace of mind while you are unable to work. Short and Long Term Disability Insurance is provided through Principal.

SHORT TERM DISABILITY BENEFIT HIGHLIGHTS

Short Term Disability (STD) Insurance can help you replace a portion of your income during the initial weeks of a disability.

Elimination Period: If you are disabled due to an injury or sickness, your elimination period, which is 7 days, will need to be satisfied before benefits begin.

Weekly Benefit: Once you have satisfied your elimination period, a weekly benefit may be paid, up to 60% of your pre-disability earnings, to a weekly maximum of \$1,500. Applicable State Disability offsets apply.

Benefit Duration: Benefits can be paid for a maximum duration of 12 weeks.

MONTHLY COST PER \$10 OF WEEKLY BENEFIT: \$0.11

LONG TERM DISABILITY BENEFIT HIGHLIGHTS

Long Term Disability (LTD) Insurance helps replace a portion of your income during an extended disability.

Elimination Period: If you are disabled due to an injury or sickness, your elimination period, which is 90 days, will need to be satisfied before benefits begin.

Monthly Benefit: Once you have satisfied your elimination period, monthly benefits may be paid at 60% of your pre-disability earnings, up to \$5,000 maximum per month. Applicable State Disability offsets apply.

Benefit Duration: Benefits may be paid for a maximum duration up to your Social Security Normal Retirement Age (SSNRA).

MONTHLY COST PER \$100 OF COVERED EARNINGS:

Age < 25	\$0.080	Age 50 - 54	\$0.510
Age 25 - 29	\$0.070	Age 55 - 59	\$0.580
Age 30 - 34	\$0.100	Age 60 - 64	\$0.590
Age 35 - 39	\$0.170	Age 65 - 69	\$0.440
Age 40 - 44	\$0.300	Age 70 +	\$0.220
Age 45 - 49	\$0.350		

INCLUDED FREE WITH THE PRINCIPAL DISABILITY PLANS

EMPLOYEE ASSISTANCE PROGRAM (EAP)

MagellanAscend

Your life's journey – made easier. The EAP is a **FREE** and **CONFIDENTIAL** resource provided by Employment Commons, through Principal and Magellan, to help assist you and your immediate family members manage life's daily challenges.

▶ THE EAP PROVIDES 3 FREE COUNSELING SESSIONS WITH PROFESSIONALS, AVAILABLE 24/7/365.

- WELL-BEING COACHING – When you have a goal to achieve, coaches help you create a plan of action and stay on track.
- WELL-BEING COUNSELING – For more difficult issues like grief or stress, counselors can provide support tailored to your unique situation.
- ONLINE PROGRAMS – Self-Guided, interactive programs to help improve emotional well-being for issues like depression and anxiety.

800.356.7089

MAGELLANASCEND.COM

ADDITIONAL BENEFITS | 401k



FREE RESOURCES INCLUDED WITH OUR PRINCIPAL PLANS

For more information about these great resources go to principal.com.

- **Laser Vision Correction** discounts through National Lasik Network.
- **Hearing Aid** discounts up to 48% off through American Hearing Benefits.
- **Identity Theft** Protection & Restoration Resources Kit
- **Will & Legal Document Center**
- **Beneficiary Support** through Magellan Healthcare EAP

TRAVEL ASSISTANCE PLAN

provided by AXA Assistance USA

Whether you're traveling in the United States or leaving the country, you can rely on AXA, a comprehensive program that can bring help, comfort and reassurance if you face a medical emergency while traveling 100 or more miles from home.

▶ [PRINCIPAL.COM/TRAVELASSISTANCE](https://principal.com/travelassistance)

- Pre-Trip Planning – Visa, Vaccinations, Exchange Rate, Travel Advisories, Customs Information, Embassy and Consulate Locations and Referrals
- ID Recovery Assistance
- Lost or Stolen Travel Documents
- Emergency Medical Transportation
- Language Translation Services
- Medical and Dental Facility/Provider Referrals
- Assistance with Medications, Vaccines, Corrective Lens, and Medical Device Replacement
- Evacuation Coordination For Emergency Security or Political Event
- Legal Concerns / Assistance



THE COMMONS RETIREMENT PLAN



▶ [SLAVIC401K.COM](https://slavic401k.com)

Contact support@opolis.co for more information.

HEALTHCARE NOTICES

HEALTH INSURANCE MARKETPLACE COVERAGE OPTIONS AND YOUR HEALTH COVERAGE

PART A: General Information

When key parts of the health care law took effect in 2014, a new way to buy health insurance was introduced: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment based health coverage offered by your employer.

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 begins in October for coverage that starts as early as January 1st.

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 your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.86% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit. ¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, 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?

For more information about your coverage offered by your employer, please check your summary plan description or contact support@opolis.co.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit 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.

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% of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. 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.

3. Employer Name Employment Commons, LLC	4. Employer Identification Number (EIN) 85.1138180	5. Employer Address 1624 Market Street Suite 226 #93720	
6. Employer phone number 720.689.1521	7. City Denver	8. State CO	9. ZIP Code 80202
10. Contact: The Support Team	11. Phone Number 720.689.1521	12. Email address support@opolis.co	

Here is some basic information about health coverage offered:

As your employer, we offer a health plan to: ☐ All employees.

☒ Some employees: Active employees working a minimum of 20 hours per week.

With respect to dependents: ☐ We do not offer coverage. ☒ We do offer coverage. Eligible dependents are:

- ✓ An eligible employee's legal spouse/domestic partner and/or children.
- ✓ Children are considered eligible if they are:
 - An eligible employee's or their spouse's / domestic partner's biological children, stepchildren, adopted child or foster child up to age 26.
 - An eligible employee's or their spouse's / domestic partner's children of any age if they are incapable of self-support due to a physical or mental disability.

☒ **IF CHECKED, HEALTH PLAN COVERAGE MEETS THE MINIMUM VALUE STANDARD, AND THE COST OF THIS COVERAGE TO YOU IS INTENDED TO BE AFFORDABLE, BASED ON EMPLOYEE WAGES.**

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

HEALTHCARE NOTICES

NOTICE OF SPECIAL ENROLLMENT RIGHTS

If you are declining enrollment 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).

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. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

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

To request special enrollment or obtain more information please contact support@opolis.co.

YOUR RIGHTS AND PROTECTIONS AGAINST SURPRISE MEDICAL BILLS

When you get emergency care or get treated by an out-of-network provider at an in-network hospital or ambulatory surgical center, you are protected from surprise billing or balance billing.

WHAT IS "BALANCE BILLING" (SOMETIMES CALLED "SURPRISE BILLING")?

When you see a doctor or other health care provider, you may owe certain out-of-pocket costs, such as a copayment, coinsurance, and/or a deductible. You may have other costs or have to pay the entire bill if you see a provider or visit a health care facility that isn't in your health plan's network. "Out-of-network" describes providers and facilities that haven't signed a contract with your health plan. Out-of-network providers may be permitted to bill you for the difference between what your plan agreed to pay, and the full amount charged for a service. This is called "balance billing." This amount is likely more than in-network costs for the same service and might not count toward your annual out-of-pocket limit. "Surprise billing" is an unexpected balance bill. This can happen when you can't control who is involved in your care—like when you have an emergency or when you schedule a visit at an in-network facility but are unexpectedly treated by an out-of-network provider.

YOU ARE PROTECTED FROM BALANCE BILLING FOR:

EMERGENCY SERVICES If you have an emergency medical condition and get emergency services from an out-of-network provider or facility, the most the provider or facility may bill you is your plan's in-network cost-sharing amount (such as copayments and coinsurance). You can't be balance billed for these emergency services. This includes services you may get after you're in stable condition, unless you give written consent and give up your protections not to be balance billed for these post-stabilization services.

CERTAIN SERVICES AT AN IN-NETWORK HOSPITAL OR AMBULATORY SURGICAL CENTER When you get services from an in-network hospital or ambulatory surgical center, certain providers there may be out-of-network. In these cases, the most those providers may bill you is your plan's in-network cost-sharing amount. This applies to emergency medicine, anesthesia, pathology, radiology, laboratory, neonatology, assistant surgeon, hospitalist, or intensivist services. These providers can't balance bill you and may not ask you to give up your protections not to be balance billed.

If you get other services at these in-network facilities, out-of-network providers can't balance bill you, unless you give written consent and give up your protections.

YOU'RE NEVER REQUIRED TO GIVE UP YOUR PROTECTIONS FROM BALANCE BILLING. YOU ALSO AREN'T REQUIRED TO GET CARE OUT-OF-NETWORK. YOU CAN CHOOSE A PROVIDER OR FACILITY IN YOUR PLAN'S NETWORK.

WHEN BALANCE BILLING ISN'T ALLOWED, YOU ALSO HAVE THE FOLLOWING PROTECTIONS:

- You are only responsible for paying your share of the cost (like the copayments, coinsurance, and deductibles that you would pay if the provider or facility was in-network). Your health plan will pay out-of-network providers and facilities directly.
- Your health plan generally must:
 - Cover emergency services without requiring you to get approval for services in advance (prior authorization).
 - Cover emergency services by out-of-network providers.
 - Base what you owe the provider or facility (cost-sharing) on what it would pay an in-network provider or facility and show that amount in your explanation of benefits.
 - Count any amount you pay for emergency services or out-of-network services toward your deductible and out-of-pocket limit.

IF YOU BELIEVE YOU'VE BEEN WRONGLY BILLED, you can file an appeal with your insurance company, then ask for an external review of the company's decision after the initial appeal is completed with your plan. You can also contact Oregon's Division of Financial Regulation to speak with a consumer advocate or file a complaint in any of the following ways:

Phone 1.888.877.4894 (toll-free)

Email Dfr.InsuranceHelp@dcbs.oregon.gov Website <https://dfr.oregon.gov/help/complaints-licenses/Pages/file-complaint.aspx>

HEALTHCARE NOTICES

MENTAL HEALTH PARITY AND ADDICTION EQUITY ACT (MHPAEA) DISCLOSURE

The Mental Health Parity and Addiction Equity Act of 2008 generally requires group health plans and health insurance issuers to ensure that financial requirements (such as co-pays and deductibles) and treatment limitations (such as annual visit limits) applicable to mental health or substance use disorder benefits are no more restrictive than the predominant requirements or limitations applied to substantially all medical/surgical benefits. For information regarding the criteria for medical necessity determinations with respect to mental health or substance use disorder benefits, please contact support@opolis.co.

WOMEN'S HEALTH AND CANCER RIGHTS ACT (WHCRA) NOTICES

ENROLLMENT NOTICE

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, 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;
- Prostheses; and
- Treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan.

ANNUAL NOTICE

Do you know that your plan, as required by the Women's Health and Cancer Rights Act of 1998, provides benefits for mastectomy related services including all stages of reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy, including lymphedema? If you would like more information on WHCRA benefits, please contact support@opolis.co.

NEWBORNS' AND MOTHERS' HEALTH PROTECTION ACT NOTICE

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).

HEALTHCARE NOTICES

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

If you or your children are eligible for Medicaid or CHIP and you are 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 are not eligible for Medicaid or CHIP, you will not be eligible for these premium assistance programs, but you may be eligible 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, you can 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, you can 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, you can ask the 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 permit you to enroll in your employer plan if you are not 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, you can contact the Department of Labor electronically at www.askebsa.dol.gov or by calling toll-free 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. Contact your State for more information on eligibility. The following list of States is current as of January 31, 2022:

ALABAMA – Medicaid http://myalhipp.com 1-855-692-5447	LOUISIANA – Medicaid www.Medicaid.la.gov or www.ldh.la.gov/lahipp Medicaid 1-888-342-6207 LaHIPP 1-855-618-5488	OREGON – Medicaid http://healthcare.oregon.gov/Pages/index.aspx www.oregonhealthcare.gov/index-es.html 1-800-699-9075
ALASKA – Medicaid The AK Health Insurance Premium Payment Program http://myakhipp.com 1-866-251-4861 customerservice@myakhipp.com Medicare http://dhss.alaska.gov/dpa/Pages/Medicaid/default.aspx	MAINE – Medicaid Enrollment www.maine.gov/dhhs/ofi/applications-forms 1-800-442-6003 TTY: Maine Relay 711 https://www.maine.gov/dhhs/ofi/applications-forms 1-800-977-6740 TTY: Maine Relay 711	PENNSYLVANIA – Medicaid https://www.dhs.pa.gov/providers/Pages/Medical/HIPP-Program.aspx 1-800-692-7462
ARKANSAS – Medicaid https://myarhipp.com 1-855-MyARHIPP (855-692-7447)	MASSACHUSETTS – Medicaid & CHIP www.mass.gov/masshealth/pa 1-800-862-4840	RHODE ISLAND – Medicaid http://www.eohhs.ri.gov 855-697-4347 Direct Rite Share Line 401-462-0311
CALIFORNIA – Medicaid HIPP Program https://dhcs.ca.gov/hipp 1-916-445-8322 hipp@dhcs.ca.gov	MINNESOTA – Medicaid http://mn.gov/dhs/people-we-serve/seniors/health-care/health-care-programs/programs-and-services/other-insurance.jsp 1-800-657-3739	SOUTH CAROLINA – Medicaid http://www.scdhhs.gov 1-888-549-0820
COLORADO – Health First Colorado (Medicaid) & CHP+ Health First www.healthfirstcolorado.com 1-800-221-3943 / State relay 711 CHP+ https://www.colorado.gov/pacific/hcpf/child-health-plan-plus 1-800-359-1991 / State Relay 711 Health Insurance Buy-In Program (HIB) https://www.Colorado.gov/pacific/hcpf/health-insurance-buy-program 1-855-692-6442	MISSOURI – Medicaid http://www.dss.mo.gov/mhd/participants/pages/hipp.htm 573-751-2005	SOUTH DAKOTA – Medicaid http://dss.sd.gov 1-888-828-0059
FLORIDA – Medicaid www.flmedicaidprecovery.com/flmedicaidprecovery.com/hipp/index.html 1-877-357-3268	MONTANA – Medicaid http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP 1-800-694-3084	TEXAS – Medicaid http://gethipptexas.com 1-800-440-0493
GEORGIA – Medicaid HIPP https://Medicaid.Georgia.gov/health-insurance-premium-payment-program-hipp 678-564-1162 Press 1 GA CHIPRA https://medicaid.georgia.gov/programs/third-party-liability/childrens-health-insurance-program-reauthorization-act-2009-chipra 678-564-1162 Press 2	NEBRASKA – Medicaid http://www.ACCESSNebraska.ne.gov 1-855-632-7633 Lincoln 402-473-7000 Omaha 402-595-1178	UTAH – Medicaid & CHIP Medicaid https://medicaid.utah.gov CHIP http://health.utah.gov/chip 1-877-543-7669
INDIANA – Medicaid Healthy Indiana Plan for Low-Income Adults 19-64 www.in.gov/fssa/hip/ 1-877-438-4479 All Other Medicaid www.in.gov/Medicaid/ 1-800-457-4584	NEVADA – Medicaid http://dhcnp.nv.gov 1-800-992-0900	VERMONT – Medicaid http://www.greenmountaincare.org 1-800-250-8427
IOWA – Medicaid and CHIP (Hawki) https://dhs.iowa.gov/time/members 1-800-338-8366 http://dhs.iowa.gov/hawki 1-800-257-8563 https://dhs.iowa.gov/time/members/Medicaid-a-to-z/hipp 1-888-346-9562	NEW HAMPSHIRE – Medicaid https://www.dhhs.nh.gov/oi/hipp.htm 603-271-5218 HIPP Program 800-852-3345 x-5218	VIRGINIA – Medicaid & CHIP https://www.covera.org/en/famis-select https://www.covera.org/en/hipp 1-800-432-5924
KANSAS – Medicaid https://www.kancare.ks.gov/ 1-800-792-4884	NEW JERSEY – Medicaid & CHIP Medicaid www.state.nj.us/humanservices/dmahs/clients/medicaid/ 609-631-2392 CHIP www.nifamilycare.org/index.html 1-800-701-0710	WASHINGTON – Medicaid http://www.hca.wa.gov/ 1-800-562-3022
KENTUCKY – Medicaid KI-HIPP http://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx 1-855-459-6328 kihipp.program@ky.gov KCHIP https://kidshealth.ky.gov/Pages/index.aspx 1-877-524-4718 Kentucky Medicaid Website: https://chfs.ky.gov	NEW YORK – Medicaid https://www.health.ny.gov/health_care/medicaid/ 1-800-541-2831	WEST VIRGINIA – Medicaid & CHIP https://dhhr.wv.gov/bms/ http://mywvhipp.com/ Medicaid 304-558-1700 CHIP 1-855-MyWVHIPP (699-8447)
	NORTH CAROLINA – Medicaid https://medicaid.ncdhhs.gov/ 919-855-4100	WISCONSIN – Medicaid & CHIP https://www.dhs.wisconsin.gov/publications/p1/p10095.pdf 1-800-362-3002
	NORTH DAKOTA – Medicaid http://www.nd.gov/dhs/services/medicalserv/medicaid/ 1-844-854-4825	WYOMING – Medicaid https://health.wyo.gov/healthcarefin/Medicaid/programs-and-eligibility/ 1-800-251-1269
	OKLAHOMA – Medicaid & CHIP http://www.insureoklahoma.org 1-888-365-3742	

To see if any other states have added a premium assistance program since October 31, 2021, 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, x-61565

HEALTHCARE NOTICES

THIS IS AN IMPORTANT NOTICE ABOUT YOUR CREDITABLE PRESCRIPTION DRUG COVERAGE AND MEDICARE

Please read this notice carefully and keep it where you can find it. This notice has information about prescription drug coverage available through your employer's health plan and your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare prescription 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.
2. Your employer has determined that the prescription drug coverage offered is expected to pay, on average, 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 15th to December 7th. 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 prescription drug plan.

What Happens to Your Current Coverage if You Decide to Join a Medicare Prescription Drug Plan?

If you decide to join a Medicare drug plan, the prescription coverage through your employer's group health plan will not be affected. Plan participants can keep their prescription drug coverage under their employer's group health plan if they select Medicare Part D prescription drug coverage. If they select Medicare Part D prescription drug coverage, the employer's health plan prescription drug coverage will coordinate with the Medicare Part D prescription drug coverage.

If you are eligible for Medicare and do decide to enroll in a Medicare prescription drug plan and drop your employer's group health prescription drug coverage, be aware that you and your dependents can re-enroll in your employer's group plan, but you may have to wait for the annual open enrollment period.

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 your employer and don't join a Medicare prescription 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.

For More Information About This Notice or Your Current Prescription Drug Coverage

Contact support@opolis.co for further information NOTE: You will receive this notice annually, and again if the coverage through your employer 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 will 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 the Social Security Administration (SSA) online at www.socialsecurity.gov, or call SSA at 1.800.772.1213 (TTY 1.800.325.0778).

KEEP THIS CREDITABLE COVERAGE NOTICE. If you decide to join one of the Medicare prescription 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). You may disregard this notice if you are NOT eligible for Medicare Part D or will not become eligible for Medicare within the next 12 months.

NAME OF ENTITY/SENDER: Employment Commons, LLC DATE: 5/2/2022

THANK YOU

As a **THANK YOU**, please enjoy savings with LifeMart, a **FREE BENEFIT** that offers great discounts on the things you want most – in one convenient location, online or via the LifeMart Mobile app.



- Computers and Electronics
- Gifts and Retail Shopping
- Child and Senior Care Products and Services
- Movie Tickets and Video Rentals
- Vacation Packages, Car Rentals, and Hotels
- Theme Parks
- and MORE!

SIGN UP FOR LIFEMART TODAY

<http://discountmember.lifecare.com>

Registration Code: heffbenefts

1.800.873.4636 – 24/7 Assistance

