2020 ARCHCARE OPEN ENROLLMENT

Date: October 14, 2019
To: All Benefit Eligible Non-Union Care Members
From: Hugo Pizarro

Senior Vice President, Chief Experience Officer

Re: 2020 Open Enrollment

ArchCare is committed to providing a comprehensive benefit program that meets the varying needs of our care members and their families. During this time all non-union benefit eligible care members can make changes to their coverage during the open enrollment period of November 1, 2019 – November 15, 2019.

Every year we strive to implement changes to our benefit programs that will improve our experience and utilization. Together, we have been able to maintain Care Member Contributions flat with no increases for the last three years. As a consequence of the rising costs of health insurance, our plan has incurred a 2.9% increase for 2020. In order to limit the expense incurred by our Care Members, ArchCare will absorb 1.9% of the increase so that Care Members will only absorb the remaining 1% through care member contributions. While other plans require higher contributions to their medical plan, ArchCare is able to keep those costs lower.

This year during Open Enrollment, you will receive a link via email to participate in a survey pertaining to ArchCare’s benefit offerings. We ask for your honest feedback and hope that you will take part in this survey. Your feedback will help guide us as we continue to manage the rising costs of managing our medical plan. We will share the results of the survey once the survey is completed.

Benefits
Medical coverage will remain with Emblem Health and there will be no plan design changes for 2020. Prescription coverage will remain with Caremark with the same plan design. VSP, our Vision carrier will remain the same, no plan design changes, MetLife, our dental carrier will also remain the same, with no plan design changes.

Wellness
Our Wellness Program will continue for 2020. Care Members will still accumulate points to earn their “Wellness” contributions. Care Members are eligible for up to a $1,200 discount/year on payroll contributions based on the completion of preventive and wellness activities in WellRight.

Please note that if you do not enroll during this period, you will not be able to enroll until the open enrollment for 2021, unless you experience a change of status as determined by IRS regulations (i.e. marriage, birth/adoption of a child, divorce, death of a spouse, etc.)

On the following page, please see check list of what you need to do during Open Enrollment.
2020 Open Enrollment: Care Member To-Do List

- **Login** to *Hello iris* from 11/01/2019 – 11/15/2019 (See instructions below)
- **Review** ArchCare’s benefit offerings for 2020
- **E-mail** your completed **2020 Medical Deduction Form** to openenrollment@archcare.org **OR** your completed **2020 Waiver Form** to openenrollment@archcare.org
- **E-mail** your completed **2020 FSA Deduction Form* to openenrollment@archcare.org ***FSA participants only**

LOGGING IN TO YOUR IRIS ACCOUNT
Friday, November 1st – Friday, November 15th

- Visit [https://login.helloiris.com/login](https://login.helloiris.com/login)
- Enter the user name & password you created when you first logged in to Iris (hint: your user name is your e-mail address)
- Begin your benefit elections by selecting the first offering on your screen.
- Review plan documents associated with each benefit and select your desired benefit. Repeat for each benefit offering.
- Review your enrollments on the “check out” screen. If you do not see this screen select “my cart” in the upper right hand corner.
- Verify enrollments and check out to complete your enrollment.
- Print or email your confirmation statement to yourself for your records.

If you can’t remember your password:
Click on “Click Here”, under the login box, next to “Forgot Password?”

If you have never logged in to Iris before:
Click on “Sign Up Here” under the login box, next to “Don’t have an account yet?”

PLEASE NOTE:

- Completing Open Enrollment is mandatory for all benefit eligible Care Members (20+ standard hours weekly) regardless if you are making changes, not making changes, or waiving benefits.
- Care Members who are waiving benefits in 2020, even if you have waived benefits before, must complete the 2020 Benefits Waiver Form AND login to Iris to decline benefits.
- Open Enrollment Webinars will be held later this month to review ArchCare’s benefit offerings and the steps Care Members must take to complete the enrollment.

Questions? Contact Melissa Weber, Benefits Manager, at mweber@archcare.org