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HUMAN RESOURCES UPDATE 6/1/20

The following information only affects full or part-time benefit eligible employees

The IRS and federal government recently announced that, because of the COVID pandemic, employers can make mid-year changes to some rules that apply to medical benefit plan enrollment and flex spending account management. As a result, we are doing the following:

- Employees can enroll in our medical, dental and/or vision plans or make changes to their enrollment in these plans mid-year without having to prove a qualifying event
- Employees can change the amount they are contributing to their medical flex spending account (FSA) *as long as it does not cause their overall amount for the year to fall below the amount of claims already filed against the account*
- **Changes can only be made MONDAY JUNE 8TH – FRIDAY JUNE 19TH by signing into your account at www.aleraedge.com** (see attached instructions) and click on Start Here where it says COVID-19 Mid-Year Enrollment is Here (see example of what it will look like attached). **The portal will open at 8:00am on June 8th and close at 4:00p on June 19th.** No changes can be made before or after those times on those dates. Exceptions will not be considered.
- Any changes made during this special, one-time mid-year enrollment period will **go into effect on July 1, 2020**
- The government has also increased the amount of unused healthcare FSA money that can be rolled over into the 2021 year from \$500 to \$550. You don't have to do anything to make this happen; if you have money left over in your healthcare FSA at the end of 2020, up to \$550 will automatically roll over into your 2021 FSA.

Please note:

- All other rules that normally apply to our plans and our enrollment process remain in place – for example, if you want to add a spouse to our plan, you need to attest to the fact that they do not already have coverage elsewhere or could not enroll in coverage elsewhere
- There have been no changes to our plans or coverage provided by those plans
- We have had 11 paychecks in 2020; to calculate the amount that you've contributed to your FSA thus far, multiply your per pay contribution by 11 (if you've been enrolled for the full year). You can find your per pay contribution in your account on the aleraedge.com website or on any of your 2020 paycheck stubs (listed under Deductions > Other > Flex Spend Acct on the left side of your paystub)

Please do not attempt to make changes before June 8th. If you encounter any problems or have any questions, please contact Relph Benefit Advisors' Representative Donna O'Donnell at 1-800-836-0026 x 247 or donna.odonnell@alragroup.com OR Green Chimneys' HR Benefits Associate Barbara Crapa at bcrapa@greenchimneys.org or 845-279-2995 x141.

Thank you,

Donna Kessler, LCSW, PHR, SHRM-CP

Associate Executive Director
Human Resources

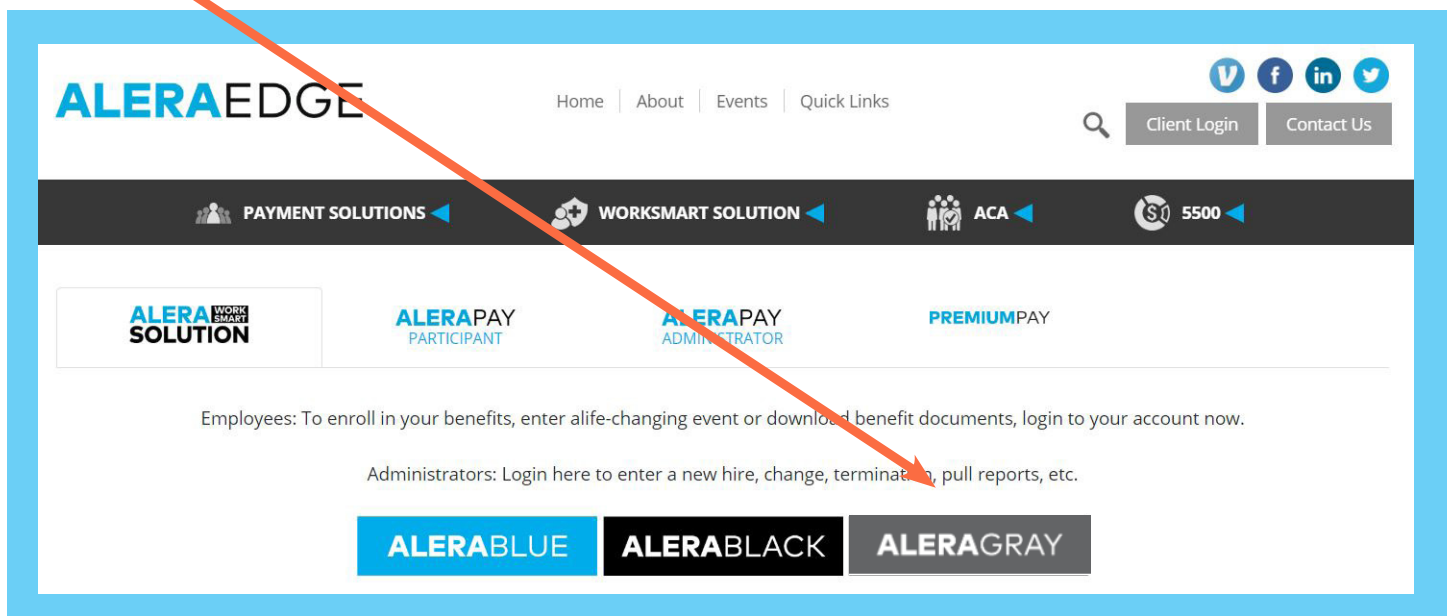
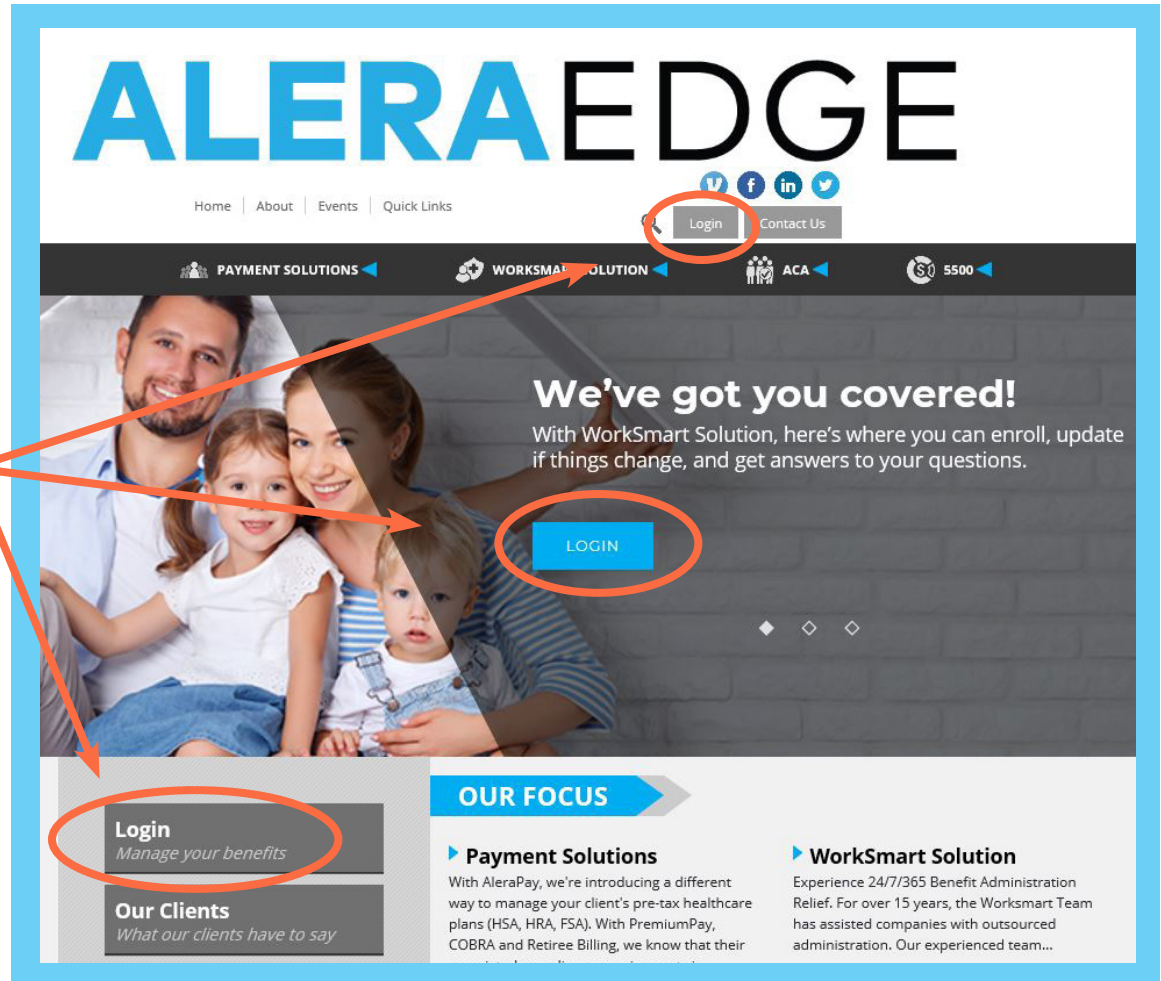
How to Log In:

You can easily and securely log-in using your computer or mobile phone.

Go to www.aleraedge.com.

Choose any "Login" button.

On the Login page, select the "ALERAGRAY" button.



Log In

First-time User:
Click on 'Register.'

Enter **GREENC** for the Company Key.

Create your User Name, Password and Security Phrase, and click "Continue." Enter your new information on the login page.

Returning User:
Enter: User Name and Password.

Now turn to the other side of this flyer and start your enrollment!

ALERAEDGE

Get the Mobile App.

Visit the App Store:

- Android: Google Play
- iPhone: iTunes Apple

Search for "MyChoice Mobile."

With the app you can:

- o Access current plans
- o Complete Open Enrollment
- o Get alerts and much more!

Forgot Your Password?

1. Click on the link '**Forgot Your Password?**'
2. Enter your Social Security Number, Company Key (**GREENC**) and Date of Birth
4. Answer your security phrase.
5. Enter and confirm a new password, then click '**Continue**' to return to the log-in page.

Life-Changing Event?

Marriage/divorce/change in job status for you or an enrolled dependent, as well as birth or adoption of a child, are events that require updates to your plan within 30 days (with supporting documentation).

Relph Benefit Advisors

Home Message Center Benefits Assistant Chat Help Reference Center Jennifer

Open Enrollment **Congratulations!**
Open Enrollment Ends You have officially logged in. Let's get started.

14 Days Left

Start Here

Home Key Contacts

Hello Jennifer

Enrollment
Click **'Start Here'** and follow the instructions to enroll in your benefits or waive coverage.

MyChoice Mobile App
Get Access Code

Benefit Summary

Questions?
Use the **'Reference Center'** or call Customer Support at **1-800-836-0026** (Mon-Fri, 8-4:30).

Change My Benefits

Personal Documents

Benefit Resource Library
Medical, Dental & Vision Plans

Make Your Elections - Review your options as you walk through the enrollment process.

Click **'Select'** on the plan(s) you choose. Track your choices along the enrollment bar which updates with your total cost.

Review Your Elections - Review, edit and approve your elections and when they are accurate, click **'Approve.'**

Confirm Your Choices - Your enrollment isn't complete until you confirm your benefit elections.

Print - Print your election information and confirmation number for future reference.

Review Your Current Plan Anytime - Click **'Benefits Summary'** in the **'Benefits'** tab.

ALERAGRAY

CONSENT TO RECEIVE ELECTRONIC NOTICES:

The following documents and notices are provided to you electronically which contain important information regarding eligibility, coverage, benefits and rights.

Once you log into AleraGray, these documents are available in the Reference Center.

- Summary Plan Descriptions
- Summary of Material Modifications
- Summary Annual Reports
- Summary of Benefits and Coverage & Uniform Glossary of Terms
- Special Enrollment Rights Notice
- Premium Assistance under Medicare & Children's Health Insurance Program (CHIP)
- Newborn's Act Notice
- Women's Health & Cancer Rights Act Notices
- Patient Protection Disclosure
- HIPAA Notice of Privacy Practices

You are entitled to request and obtain a paper copy of any electronically furnished document free of charge or to revoke your consent at any time by calling Human Resources.

In order to access information provided electronically, you must have:

- A computer/electronic device with internet access
- An email account that allows you to send and receive emails
- Microsoft Word 95 (or higher)
- Adobe Acrobat Reader 5.0 (or higher)