



To: Agencies Using Benefitfocus

From: State Health Plan for Teachers and Employees

Happy New Year from the State Health Plan!

Annual Enrollment is tentatively scheduled for mid-March. It is important to note that, this year, as a part of annual enrollment, the State Health Plan will be implementing the tobacco use portion of the Comprehensive Wellness Initiative. As part of this initiative, all members will be moved to the 70/30 Basic Plan. The transfer of all employees to the 70/30 plan will be completed in the eBenefitsNow system prior to the start of Annual Enrollment. Members who wish to remain on the 70/30 plan with no changes will not need to log into the system unless they wish to review, verify their coverage or add or remove dependents. If a member wishes to enroll in the 80/20 Standard Plan for July 1, 2010, they will need to complete attestation questions in the eBenefitsNow system to verify that:

- 1) they and any covered dependents do not use tobacco, or
- 2) they and / or any covered dependents who use tobacco are currently enrolled in a smoking cessation program.

**The State Health Plan will be unable to accept paper applications from agencies using Benefitfocus due to the volume of anticipated Annual Enrollments changes.** Since all members will be moved to the 70/30 plan, the State Health Plan anticipates that most employees will submit an Annual Enrollment form to move back to the 80/20 plan. The enrollment kit will contain instructions on how to electronically make benefit elections in eBenefitsNow, but will not contain a paper application or paper attestation. It is important that your agency has "rolled out" member self-service in eBenefitsNow to all employees by Annual Enrollment. This means that your members should be logging into the eBenefitsNow system and completing their benefit elections themselves.

Please remember, the attestation is a confidential and legally binding document. Therefore, the attestation questions in eBenefitsNow will be available in the "Member Role" only. The "HBR Role" bypasses the attestation questions because HBRs are not allowed to complete the attestation for employees. If your agency has not "rolled out" member self-service in eBenefitsNow to all employees prior to annual enrollment, your agency will need to make arrangements for completing the data entry in eBenefitsNow. You or your employees will need to print the Annual Enrollment form and the attestation form from the Plan's Web site and submit it to your agency for data entry. Your agency will determine whether the member qualifies for the 80/20 plan based on the employee's completed paper attestation and your agency will need to collect and maintain the paper copy of the attestation form.

Attached is a generic communication that your agency can customize and use to introduce member self-service and eBenefitsNow to your employees. In addition, an electronic enrollment communications checklist is attached. A generic annual enrollment communication will be sent at a later date that your agency can use to “roll out” member self-service and eBenefitsNow during annual enrollment. If you have any questions about “rolling out” member self-service, please contact your Benefitfocus account consultant.