



BENEFITS BULLETIN

FEBRUARY, 2016



FSA MONEY LEFT IN YOUR 2015 ACCOUNT?

March 15, 2016 is the last day to use healthcare services which qualify for reimbursement from your 2015 Healthcare Flexible Spending Account (FSA). The deadline for submitting these and other 2015 expenses for reimbursement is March 30, 2016. For information about your 2015 FSA and a list of qualified expenses, go to www.healthhub.com or call 1-800-284-4885.



WATCH FOR NEW TAX FORM

The City will mail a 1095-C tax form directly to your home. This new form is required by the Federal government and provides information about health care coverage offered to City employees. You do not need to attach this form when you file your income taxes. Keep the form for your records.



ENROLLING DEPENDENTS?

City employees can add dependents when first hired, during open enrollment, or anytime there is an event that changes family status. Dependents include a spouse, a partner, or children up to age 26. Enrolling dependents is a two-step process:

1. Call the Benefits Service Center 1-877-299-5111 or go online www.cityofchicagobenefits.org to submit dependent's name, date of birth and social security number.
2. Mail or take original documents to the Chicago Benefits Office*. Dependents have no health coverage if this second step is not completed. However, if documents are received on time the dependent coverage is effective the date of the enrollment event.

Your original documents will be copied and returned to you.

DOCUMENTS NEEDED:

- **Spouse** – marriage certificate and social security card.
- **Child** – birth certificate or adoption papers and social security card (social security card can be submitted within six months of birth or adoption date).
- **Civil Union** – certificate of union and partner's social security card.
- **Divorce** – divorce decree.

Either mail or bring documents to:
 City of Chicago
 Chicago Benefits Office
 333 South State Street, Room 400
 Chicago, IL 60604-3978

*The Chicago Benefits Office is open Monday – Friday from 8:30 a.m. – 4:30 p.m.

ENROLLMENT DEADLINES

Type of enrollment:	Submit documents by:	Coverage backdated to:
Fall open enrollment 2015	February 29, 2016	January 1, 2016
New hire event	Within 60 days from date of hire	1st month following date of hire
Family status change event i.e. marriage; divorce; birth or adoption of new child; new or dissolved partner agreement	Within 30 days from date of event	Date of family status change event

PLEASE NOTE: If an employee or dependent gives false information, or if the dependent is not a legal dependent of the employee, the City will take action to collect any money paid to cover the healthcare related to the fraud.

2016 WELLNESS PROGRAM LAUNCH

(DOES NOT APPLY TO SWORN POLICE OFFICERS BELOW THE RANK OF SERGEANT)

If you are covered by the City's HMO or PPO health plans, you are automatically enrolled in the Chicago Lives Healthy wellness program unless you opted out during the fall 2015 benefits open enrollment. This also applies to spouses and civil union/same sex domestic partners (partners) covered by the City's health plan. Letters outlining the 2016 wellness program steps and important deadlines were mailed to employees' home addresses. Contact Healthways at www.chicagoliveshealthy.com or 1-866-556-7671 for more information.

Employees and dependents who successfully completed all Chicago Lives Healthy screening requirements in 2015 do not need a biometric screening in 2016. The first requirement for this group is to complete the Chicago Lives Healthy Well-Being 5 Assessment by February 29, 2016. Take the assessment online at www.chicagoliveshealthy.com.

Wellness biometric screenings are required for most employees, spouses and partners who did not complete a screening in 2015 (see below for details). Screenings can be done in a doctor's office or at a City of Chicago location. Go to www.chicagoliveshealthy.com to download the form for a physician's office screening or register to be screened at a City location, or call 1-866-556-7671.

DIDN'T GET A WELLNESS LETTER?



Make sure your address is up to date. Ask your timekeeper how to submit a change of address form to Human Resources and contact Healthways about your wellness program requirements.

WELLNESS PROGRAM IMPORTANT DATES 2016

WHO NEEDS TO GET A SCREENING?

- Anyone who chose not to be screened in 2015.
- Employees with hire date on or after November 1, 2014 and before November 1, 2015, and their spouse or partner.
- Employees on leave of absence during 2015 who were excused from the wellness program.
- Anyone who did not successfully complete their screening in 2015.

TWO WAYS TO BE SCREENED:

Option 1

In your doctor's office. Results must be faxed by **FEBRUARY 29**.

Option 2

At a City of Chicago location by **FEBRUARY 29**.

WHO DOESN'T NEED A SCREENING?

- Employees and their spouse or partner who successfully completed a wellness screening in 2015.
- Anyone who submitted a waiver for 2016 and received an approval from the Wellness Administrator.

SKIP THE SCREENING

Complete the Well-Being 5 Assessment by **FEBRUARY 29**



Answer a call from a Healthways Health Advisor and discuss next steps by **MARCH 31**



EMPLOYEES AND SPOUSES OR PARTNERS WHO DO NOT COMPLETE THESE REQUIREMENTS WILL EACH INCUR A \$50 INCREASE IN THE MONTHLY COST OF HEALTH COVERAGE.