

2024/2025 PLAN
YEAR FOR
EMPLOYEES
WORKING 20+ HOURS
PER WEEK

KENCREST'S OPEN
ENROLLMENT PERIOD
IS FROM MONDAY, MAY
27TH UNTIL FRIDAY,
JUNE 7TH!



CHANGES & INSTRUCTIONS



Once again, all Open Enrollment information will be found online - there will be no home mailing. However both onsite and virtual meetings will be available to help staff who need more information and assistance during the Open Enrollment period! In person Open Enrollment Meetings will be on May 30th and June 5th, both at the Blue Bell office. We will be having two virtual Open Enrollment meetings: on May 28th at 7pm and June 6 at 11am. Please review the rest of this letter.

Benefit Guidebook & Information on the KenCrest Website

This year, the Guidebook and other information and vendor flyers can be found on the KenCrest website, at www.KenCrest.org; scroll to the bottom of the page and look for the button "EMPLOYEE PORTAL" at the bottom right of the page. This is a password protected web-page that all staff can access with the password "simple" (all lowercase). Then click on "Human Resources ". You will see a section at the top for "Open Enrollment 2024-25".

Medical Rates

KenCrest's goal is to keep the medical rates as competitive and affordable as possible in order to reduce the financial impact on our staff. Each year we evaluate various options in order to make the best decisions possible for the upcoming plan year. This year we are pleased that some medical premium rates will only have a slight increase and some rates will have a decrease! *For Full Time staff* - the premiums for the **single coverage** for the High Deductible \$3000 plan will remain the same at NO cost and KenCrest will continue its contribution into the health saving account of \$1,200/year (\$50 per pay). There will still be no HSA contribution provided to staff electing dependent coverages. However, in an effort to provide more affordable rates to parents covering their children, the Parent/child(ren) rates for all plans (except the Open Access Select 40 plan) have been reduced. All plan rates are listed in the Benefits Guidebook however, you can also find a Rate Chart for the medical plans in the online Open Enrollment 2024-25 section that will show you what your monthly share of the cost will be depending on the plan you choose.

Enrolling in the Voluntary Plans offered through UNUM

Once again - Enrollment in the Whole Life, Critical Illness, Hospital Plan and Accident Plan **must be done on the enrollvb platform, not Dayforce**. If interested in these benefits, use this custom enrollment link to enroll in the benefit: <http://www.enrollvb.com/kencrest>, or call UNUM at 877-454-3001. All eligible employees will receive an email and a text from UNUM during the enrollment period which will contain the link. The link will be in Dayforce in several places on the Open Enrollment screens. All current enrollments will remain as is.

NEW: Allstate Identity Protection Plan (AIP)

KenCrest is now offering all employees the opportunity to elect identity protection coverage with Allstate. You can elect coverage for yourself or your family. This benefit will be available all year, not just during open enrollment. Protect yourself from fraud and identity theft and consider enrolling. Note that once you elect the benefit in Dayforce, you will then receive an email, text and letter from Allstate to complete your enrollment with them directly. Flyers and more information can be found the Open Enrollment 2024-25 section.

WHAT DO I DO NOW

Enroll

IMPORTANT –You will be making all enrollments, changes and terminations to your benefits within **Dayforce**. *You will find helpful instructions in the online Open Enrollment 2024 section.*

Please review the Benefits Guidebook before logging in and have your Dependent & Beneficiary information handy (if applicable).

Step 1 – Log into Dayforce – <https://dayforcehcm.com>

If you have trouble logging in, please email Dayforcesupport@kencrest.org for assistance.

Step 2 – Click on the Benefits icon

Once you have logged in and clicked on the Benefits icon from the Home page, the system will walk you through each section. If you do not wish to make any changes to your benefits, dependent or beneficiaries, you do not need to do anything. However it's a good practice to log into Dayforce and review everything to be sure it's correct.

Step 3 – Verify Beneficiary

Verify that you have a beneficiary listed for your Agency Paid Life Insurance and that all of your personal and contact information is correct.

Step 4 – Waiving coverage

If you are not currently enrolled in medical or dental insurance, please log into Dayforce and be sure your medical and dental benefits show as "waived". **If not, please go through the screens and check off the "Waived" option for both medical and dental.**

Note: If you take no action – the benefits you have will carry over into the next plan year.

EXCEPTIONS: If you are enrolled in the Medical or Dependent Spending Accounts – you **MUST** take action for the new plan year. Please update in Dayforce. If you do not, the benefit will be terminated.

Deadline

Remember you **MUST** log into Dayforce by June 7 or you will be unable to access the Open Enrollment Event. After that day it is no longer accessible. If you find you have made a mistake or have an unexpected change, please contact **Kim Smith, Director of Benefits at ksmith@kencrest.org or 620-825-9360 x1032.**

Assistance & Questions?

If you still have questions or need assistance even after reviewing the Benefits Guidebook, there will be 2 on site open enrollment" open house style" fairs in the Blue Bell Office. During these events, you can get help enrolling in your benefits in Dayforce, enroll or make changes to the KenCrest retirement plan with a Corebridge Advisor. In addition, **virtual open enrollment meetings will be held for those who cannot make the onsite meetings.** The presentation will also be recorded for those who cannot make the dates and times. Please view the onsite and virtual meeting schedules & links in the Open Enrollment 2024 section.

Additionally, you can contact one of your HR Representatives for personal assistance. Please see below for their contact information:

All Staff

- Director of Benefits: Kim Smith, (610) 825-9360, ext. 1032 or ksmith@kencrest.org
- Human Resources Specialist: Breiona Jones, (215) 264-1371 or breiona.jones@kencrest.org

Residential Services – State of CT:

- Human Resources Manager: Ann Evans (203) 822-3950 or ann.evans@kencrest.org

Residential Services – State of DE:

- Human Resources Manager: Ana Reyes 302-734-3800 ext. 2010 or Ana.reyes@kencrest.org