

2022/2023 PLAN
YEAR FOR
EMPLOYEES
WORKING 20+ HOURS
PER WEEK

KENCREST'S OPEN
ENROLLMENT PERIOD
IS FROM MONDAY, MAY
23TH UNTIL FRIDAY,
JUNE 3TH!



CHANGES & INSTRUCTIONS



This year, all Open Enrollment information will be found online - there will be no home mailing. However both on site 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 May 24th in Malvern at the Marriott Residence Inn, May 26th at the KenCrest offices on Harvest Drive in Blue Bell, May 31st at the Giant in Willow Grove, and June 1st at the KenCrest Pottstown location. We will be having two virtual Open Enrollment meetings on May 25th at 11am and June 2nd at 7pm. 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 word "EMPLOYEES" in the bottom dark gray footer. This is a password protected web-page that all staff can access with the password "simple" (all lowercase). Then click on "Human Resources Documents ". You will see a link at the top for "Open Enrollment 2022-23".

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. Due to several factors such as the increasing costs of medical care and higher claims (both number and cost), this year there will be an increase to the medical premium rates (with the exception of the single coverage for the High Deductible \$3000 plan). *For Full Time staff* - the premiums for the single coverage for the High Deductible \$3000 plan will remain the same and KenCrest will continue its contribution into the health saving account of \$1,200/year (\$50 per pay). All plan rates are listed in the Benefits Guidebook however, you can also find a Rate Chart (for Full time employees) for the medical plans in the on line Open Enrollment 2022-23 link that will show you what your monthly share of the cost will be depending on the plan you choose.

Pharmacy Changes to the non-HDHPs

CPOSII \$15, CPOSII \$25, Select HMO \$40 Plans - Effective 7/1/22, for all brand name only medication there will be a deductible of \$250 per member / \$500 maximum deductible per family, per plan year. There is no deductible that applies for any generic medication.

Enrolling in the Whole Life Insurance or Critical Illness benefits offered through UNUM

New this year - Enrollment in the Whole Life and Critical Illness **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>. You can also call UNUM at 877-454-3001. Any eligible employee will also receive an email and a text from UNUM during the enrollment period which will contain the link. All current enrollments will remain as is and are Grandfathered.

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 2022 link.*

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.

ONE EXCEPTION: If you are enrolled in the Medical or Dependent Spending Accounts – you **MUST** enroll again 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 3 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, Sr. Benefits Coordinator 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 4 on site open enrollment "open house style" fairs. During these events, you can get help enrolling in your benefits in Dayforce, get your biometric screening, enroll or make changes to the KenCrest retirement plan with an AIG Advisor, plus there will be other vendors, raffles and give aways! In addition, **2 virtual open enrollment meetings will be held for those who cannot make the on site 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 link.

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

Children/Family Services & Shared Services Community Collaborative Region 1:

- Human Resources Coordinator: Susan Morrison-Bellamy
(610) 825-9360, ext. 1034 or susan.morrison-bellamy@kencrest.org
- Human Resources Generalist: Beth Tavenner
(610) 825-9360, ext. 1043 or beth.tavenner@kencrest.org

CSS Business Departments and 960 Harvest Drive (Quality, Facilities, Executive, etc.) Community Collaborative Region 2:

- Human Resources Coordinator: Lisa Douglass
(610) 825-9360, ext. 1035 or ldouglass@kencrest.org
- Human Resources Generalist: Karen Westray
(610) 825-9360, ext. 1263 or karen.westray@kencrest.org

Residential Services – State of CT:

- Human Resources Manager: Sandy Mejia
(888) 798-3762 or sandy.mejia@kencrest.org

Residential Services – State of DE:

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

