

EMPLOYEE ASSISTANCE PROGRAM

January 2021

Southern California Conference offers an employee assistance program for active employees who are enrolled in the conference healthcare plans. Information on the various assistance plans of this program are provided below. Use the correct claim form for each plan and send to the address on the form.

Family and Marriage Counseling

Financial assistance is provided for family and/or marriage counseling only. To qualify, employees should take the following steps in order:

1. Contact Prudential, employee assistance and wellness program to help you manage personal and work issues. Consultants are available 24 days, 7 days a week, 365 days a year to talk about practical solutions on issues that matter to you in your life, health, family, and work. To access these services call **800.311.4327** or go to www.guidanceresources.com, Your company Web ID: GEN311. Services provide for 5 face-to-face sessions per issue per year. In addition, services include 24/7 access to online resources on life, family, health, money and work topics.
2. Financial assistance from the conference may be available by submitting supporting documentation from Prudential along with proof of payment and explanation of benefits (EOB) from Anthem. Assistance is then applied to the conference's deductible and copayment reimbursement program. The employee's net payment is finally applied to the specialty reimbursement plan for a reimbursement of 80% of employee's *eligible* receipted expenses. Complete the *Section 105 Claim Form-Deductible & Copayment Plan* and if needed, *Specialty Plan*.

Reimbursement on Medical Plan

Please see document on reimbursements on plan deductibles and copays on the medical plan. Use *Section 105 Claim Form-Deductible*.

Alternative Healthcare Program

The Conference recognizes the potential value and benefits of alternative healthcare program. Maximum assistance level is \$2,500 or 50% of the treatment costs for the patient, whichever is less. There is no reimbursement for travel expenses, lost wages or companion's expenses. **Pre-approval for reimbursement must be obtained from HR before starting program.** Use *Section 105 Claim Form-Specialty Plan*.

Dental Implant Assistance

The conference provides dental implant assistance to employees and eligible family members who are covered by the conference dental plan. The assistance amount is a reimbursement at 60% of employee's medical co-insurance payment. For out-of-network dentist, the assistance amount will be at 50%. Pre-authorization is required. Proof of payment and the explanation of benefits (EOB) statement from the dental website are required for any reimbursement. Use *Section 105 Claim Form-Specialty Plan*.

2021 HEALTHCARE REIMBURSEMENTS & HSA TOP-UP

1. **Healthcare Reimbursements** (for Deductible & Copayment and Specialty Plans) will be processed on a pre-tax basis by Peter C. Foy and Associates.

To receive your reimbursements, use the appropriate **claim form** and send to:



- **Peter C. Foy and Associates, Attn: Flex Dept.**
6200 Canoga Ave suite 325, Woodland Hills, Ca 91367
- Or fax to (818) 703-0935 or email forms to flex@pcfoy.com
- Questions? Contact the Reimbursement Dept. at (818) 703-8057

Types of Reimbursements:

- a. Reimbursement for **Deductible & Copayment** (medical plan ONLY)

Submit a completed **Section 105 claim form-Deductible AND Explanation of Benefits (EOB)** to the above address.

To obtain your EOB: Login at <https://www.anthem.com/login/>

- Select “Claims & Payments” on top bar and choose “Claims History” in drop-down menu.
- Scroll down to “Claims History”.
- Click on down arrow,  next to the “Service Date” of the most recent claim.
- Click on the download arrow  to the right of “Explanation of Benefits” at the top right corner of the box.
- Opens up to “Health Care Summary” also called “Explanation of Benefits” which is the EOB for that claim as well as displaying the “2021 year-to-date summary” of both your Plan deductible and Out-of-pocket maximum (OOP).

- b. Reimbursements for **Specialty Plans** for Counseling Benefits, Dental Implant and Alternative Healthcare benefits (pre-approval for reimbursement must be obtained at HR before starting treatment)

Submit a completed **Section 105 claim form-Specialty Plans AND supporting documentations** to the above address.

REMEMBER: NO CLAIMS FOR 2021 WILL BE ACCEPTED AFTER MARCH 31, 2022

2. Topping Up HSA Account

During the 2021, if your 2021 year medical expenses have exceeded your current HSA contributions and you wish to make a pre-deposit of your employer’s 2021 HSA contributions to your HSA

account, please submit your total Deductible and Co-payments from your Anthem account to Deanna Simeone at dsimeone@scsda.org.