

PEEHIP INSURANCE COVERAGE

ALL NEW EMPLOYEES

New employees may enroll on their date of employment, the first day of the month following employment, or October 1. Forms or online enrollment should be completed within 30 days of the member's employment date.

PEEHIP PORTAL

All employees are keyed into the PEEHIP portal once they are hired. This tells the PEEHIP office you are a new employee, or if you are already enrolled in PEEHIP, that you are transferring to us from another school system. Within a few days of being entered into the system a PEEHIP Enrollment/Information Handbook will be mailed to the address I have on file for you. Please let me know if you have not received your booklet or if you have moved. Those that have not been approved by the board for August should be the only ones that may not have received one yet.

TRANSFERS

Employees who transfer from another system are considered current employees and must keep their existing insurance coverage. If you need to make changes to your coverage, you will need to do that during open enrollment in August for changes to be effective October 1.

AUGUST COVERAGE:

August premium – if you signed up for coverage effective your first day of employment you will need to go ahead and pay that online or they will bill you. You always prepay, so when you get paid at the end of the month that pays for the following month.

PEEHIP PREMIUMS REDUCE YOUR TAX:

Under the Flexible Benefits Program the Premium Conversion Plan requires all active members to pay premiums for PEEHIP using pre-tax dollars. Which means your gross salary is reduced by your PEEHIP premium and you do not pay federal and state income taxes on your health insurance. Due to this you cannot make a change outside open enrollment unless you have a qualifying event such as marriage, birth or loss of job.

HEALTH CARE FLEXIBLE SPENDING ACCOUNT:

This is available to eligible employees to set aside tax-free money in an account to pay themselves back for eligible health care expenses incurred by them and their dependents. This pays for co-pays, vision care, hearing care, deductibles, orthodontia, coinsurance. If your medical or dental insurance is with PEEHIP, your out-of-pocket expenses for medical and dental services will automatically apply to your Flexible Spending Account. You will not have to fill out paperwork for reimbursement, it will be sent directly to you in form of check or you may have it direct deposited into your bank account.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT:

This allows eligible active members the opportunity to pay dependent care expenses using pre-tax dollars. You may use this account to pay for licensed nursery school and day care facilities for children, child care in or outside your home, day care for an elderly or disabled dependent.

You must enroll in these each year by September 30th. The accounts must be expended by September 30 of each year. There is a 2 ½ month grace period if you still have funds in your account. The money left in the account by the end of the plan year will be lost. You may enroll for any amount in whole dollars up to \$2,500.