



2016 - 2017

Employee Health Benefits Insurance Summary Booklet



Long Beach Unified
School District

Dear Colleagues,

Your health and welfare benefits are an important way we reward you for all of the work you do as a District employee. They're also a key component of your overall health and wellness. We evaluate these benefits each year to make sure we're providing comprehensive plans that offer choice and flexibility for each employee's unique needs.

What's New

We've made minimal changes to our benefit programs this year. However, the benefits plan year will begin in July instead of January from now on, and Open Enrollment will occur this May. The changes you make during this enrollment period will be effective July 1, 2016 through June 30, 2017. The new plan year aligns more closely with what we consider to be a "new year" here at the District. While our benefit plans will be provided on this new schedule, Flexible Spending Accounts (FSAs) will continue to run on a calendar year. Your current FSA elections will be effective until Dec. 31, 2016. We'll offer a separate enrollment in November for employees who wish to participate in an FSA for 2017. FSAs allow you to pay for certain health and dependent care expenses with pretax contributions from your paycheck. This means less of your paycheck goes to taxes.

More Wellness Resources

Your wellness is important, and we will continue providing resources to help you feel your best. LBUSD, CSEA and TALB have been working together to promote the health and wellbeing of our employees. In addition to our wellness newsletters, you now have another great informational resource this year. Our new benefits and wellness website, www.lbusdwellness.com, is your one-stop shop for benefits information, wellness resources and answers to frequently asked questions. I encourage you to explore the website and to use this guide to fully understand your benefits.

Best wishes for good health and success here at Long Beach Unified School District.

Sincerely,



Christopher J. Steinhauser
Superintendent of Schools

Our Mission:

To support the personal and intellectual success of every student, every day.

Our Vision:

Every student a responsible, productive citizen in a diverse and competitive world.



What's Inside

This booklet includes important details about your District benefits, including which benefits you can enroll your eligible dependents in, details about your plans, and the steps you need to take to enroll. You'll also find information about how and when to enroll.

At the back, we've included some important notices about state and federal laws that affect your benefits, as well as the contact details for each of the plans.

We encourage you to keep this booklet for your reference throughout the year. If you still have questions after reviewing the booklet, feel free to contact the Employee Service Center.

The Employee Service Center

The District's Employee Service Center is ready to help if you have any benefits-related questions. Need detailed information about your medical benefits? Want to know if your dependent is eligible for coverage? Have a question about enrollment? Just give the Employee Service Center a call at (866) 844-9744. Representatives are available Monday through Friday from 5 a.m. to 5 p.m., Pacific time.

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This booklet is intended to provide highlights of your benefits only; it is not an Evidence of Coverage (EOC) plan document. Official plan and insurance documents govern your rights and benefits under each plan. For more details about your benefits, including a complete list of exclusions and limitations, please refer to each carrier's EOC. The EOCs are available on the Employee Service Center's website, www.benefitenroll.com.

Residency Requirements

Some plans have residency requirements. If you're going to be covering a dependent out of state, please contact your plan's member services or refer to the Evidence of Coverage for more information.

Important!

The District reserves the right to require evidence of the disability status at any time.

Benefits Eligibility

Employee Eligibility

In general, you're eligible for medical, dental, vision, and life and AD&D insurance benefits if you're:

- A probationary or permanent employee; and
- You work 50% or more of a full-time assignment (at least 80 hours every four weeks).

In addition, job share participants may enroll in District plans under certain conditions.

If you're a represented employee, we encourage you to review your collective bargaining contract each year to verify your specific eligibility requirements. You may also call the Employee Service Center at (866) 844-9744 for more information.

Dependent Eligibility

If you enroll yourself in District benefits, you can also enroll your eligible dependents in certain plans (vision coverage, life insurance and AD&D insurance are available to employees only). You must provide appropriate proof of the dependent relationship when you enroll your dependent.

Eligible dependents include:

- **Your legal spouse.** (Required documentation: a marriage certificate in English.)
- **Your California-registered domestic partner.** A California-registered domestic partner is the same gender as you or may be opposite-gender only if at least one partner is over age 62. (Required documentation: a certified copy of the Declaration of Domestic Partnership filed with the Secretary of State.) *Please note: Domestic partners do not receive the same tax benefits as legal spouses. You and your domestic partner must become legal spouses to receive tax benefits.*
- **Your natural children or stepchildren up to age 26.**
 - Adopted children must have been placed by a recognized county or private agency and must be in the physical control of you or your spouse or domestic partner, and you must have the right to control the health care of the child. Note: If you and your spouse or domestic partner are both District employees who are eligible for District coverage, and you both select the Blue Shield PPO, Blue Shield HMO, or Blue Shield PPO Saver Plan (for non-represented employees only), your dependent children may be enrolled as dependents for one of you only, not both. (Required documentation: a birth certificate.)



- **Your children, stepchildren, or adopted children who are mentally retarded or physically disabled.** Your dependent must also:
 - Be chiefly dependent on you or your spouse or domestic partner for support and maintenance;
 - Have been disabled continuously prior to reaching limiting age;
 - Have been enrolled as a dependent under your coverage before reaching limiting age; and
 - The proof of disability must be submitted to the Employee Service Center within 31 days after the onset of the disability, the attainment of the limiting age, or the time of initial enrollment. (Required documentation: a birth certificate and a physician’s written certification of the disability.)
- **Any children for whom you are the legal guardian (excluding foster children) or whom you are required to support as part of a Qualified Medical Child Support Order (QMCSO)** (Required documentation: court or administrative orders from the District Attorneys’ office, State Department of Health Services, or the courts). Children who meet these requirements are eligible for coverage as long as they don’t have access to medical coverage through their employer.

Your Cost for Benefits

Each year, the District will pay a maximum contribution toward medical coverage premiums for you and your dependents. If the District’s maximum medical contribution does not cover the full cost of the premium (based on the plan and coverage level you elected), you will pay the remaining amount through payroll deductions. Keep in mind that the lowest cost HMO plan will be free to eligible employees each year. The lowest cost plan may change on an annual basis.

Each year, the District will increase the prior year’s District annual maximum contribution toward insurance premiums by 3.5%. The rates for July 1, 2016 – June 30, 2017 will apply to all coverage levels: employee only, employee plus one and family, as shown below.

Your premiums for benefits can be found on the personalized worksheet you receive when you first become eligible for District benefits. You’ll also receive a personalized worksheet every year during the annual Open Enrollment. If you’re making changes to your benefits outside the Open Enrollment period because of a qualifying change in status, contact the Employee Service Center at (866) 844-9744 for your cost information.

Tier	July 2016 – June 2017 District Annual Maximum (DAM)	July 2016 – June 2017 Employer Costs	July 2016 – June 2017 Employee Cost
Employee	\$11,392	\$11,092	\$0.00
Employee + 1	\$20,836	\$20,198	\$0.00
Family	\$26,166	\$25,392	\$0.00



When to Enroll

You're allowed to enroll in benefits and make changes to your benefits only:

- When you're initially eligible;
- During the annual Open Enrollment period; or
- If you experience a qualifying status change.

Enrolling When You're First Eligible

You must enroll yourself and your dependents within 31 days of becoming eligible for District benefits. You can enroll eligible dependents at the same time you enroll yourself. If you don't enroll, you'll receive the default coverage shown below.

Default Coverage

If you're eligible for 100% District-paid benefits and you don't elect or waive coverage within the 31-day window, you'll automatically be enrolled as follows:

- **TALB and Non-represented employees:**
 - Blue Shield PPO medical plan;
 - Delta PPO Plus Premier dental plan;
 - Vision;
 - Life and accidental death & dismemberment insurance; and
 - Employee Assistance Program (EASE).
- **CSEA:**
 - Kaiser HMO medical plan;
 - DeltaCare DHMO dental plan;
 - Vision;
 - Life and accidental death & dismemberment insurance; and
 - Employee Assistance Program (EASE).

Your dependents will not be covered under default coverage.

Making Changes During Open Enrollment

Once you've enrolled in benefits, you generally aren't allowed to make changes until the next Open Enrollment. Open Enrollment is your one chance each year to review your coverage and make changes to your benefits. It's also your chance to enroll if you declined coverage when you first became eligible.

Beginning this Open Enrollment, the elections you make will take effect on July 1 and be effective through June 30 of the following year. Going forward Open Enrollment will usually occur each spring.

Please note, Flexible Spending Accounts (FSAs) will continue on a calendar year basis and will be effective January 1 – December 31 each year. There will be a special enrollment period during the fall each year to elect your FSA contribution amounts. If you don't use your whole balance by the end of 2016, you'll have a grace period to use the funds and submit claims. If you don't use your balance by **March 15, 2017** and submit claims by **March 31, 2017** you'll forfeit any remaining funds.



Making Changes During the Year

Other than during Open Enrollment, you can make changes to your benefits during the year only if you experience a qualifying status change. *Any changes must be made within 31 days of the qualifying status change.* A qualifying status change can include:

- **A change in family status**, such as your marriage or registration of a domestic partnership, the birth or adoption of a child, divorce or dissolution of a domestic partnership, or the death of a dependent. You must provide the Employee Service Center with proof of the event (such as a marriage certificate, birth certificate, divorce order, or court order).
- **The loss of existing coverage** for you and/or your eligible dependents (for example, the termination of coverage that was provided through your spouse's employer).
- **A qualified court or administrative order** that requires you to provide coverage for an eligible dependent.

Any benefit changes must be consistent with the qualifying status change. Provided you make changes within 31 days of the event, the change will take effect on the date of the event for a birth, adoption, or placement for adoption; changes you make as a result of other qualifying status changes will take effect the first day of the month after you submit the appropriate documentation to the Employee Service Center.

Notice of Special Enrollment Rights for Medical Plan Coverage

If you've declined enrollment in a District medical plan for yourself or your dependents (including your spouse or same-sex domestic partner) because of other medical plan coverages, you and/or your dependents may be able to enroll in a District medical plan without waiting for the next Open Enrollment period, provided that you request enrollment within 31 days after your other coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 31 days after the marriage, birth, adoption, or placement for adoption.

The District will also recognize and allow a special enrollment opportunity in a medical plan if you or your eligible dependents:

- Lose Medicaid or Children's Health Insurance Program (CHIP) coverage because you're no longer eligible; or
- Become eligible for a state's premium assistance program under Medicaid or CHIP.

For these new enrollment opportunities only, you'll have 60 days — instead of 31 — from the date of the Medicaid/CHIP eligibility change to request enrollment in a District medical plan.

For more information or to request a special enrollment after a qualifying status change, contact the Employee Service Center at (866) 844-9744.



Make Sure You're Up-to-Date!

If you use the online enrollment system, make sure you're using a recent version of your web browser; you may have problems if you're using an older version of Internet Explorer or an older Macintosh browser.

Steps to Upload Your Benefit Documents Online

1. Save the documentation to a file on your computer in .pdf format
2. Login to **www.benefitenroll.com**
3. Enter your login information
 - Your login is your unique user name and the password you created
4. Select the 'Upload Document' tab on the blue tool bar
5. Select 'Upload'
6. Select 'Browse'
7. Locate the saved documentation on your computer and select 'Open'
8. Select 'Save'

To view what documents have been uploaded, click the 'Upload Document' link

How to Enroll

Once you've decided which benefits you'd like, the easiest way to enroll is through the District's online enrollment site, **www.benefitenroll.com**.

When you enroll online, you'll be able to review your benefit elections and make sure your dependent information is correct. The online enrollment site also has all the details about each plan, right at your fingertips.

Here are the steps to take to click your way through online enrollment:

- 1 Go to **www.benefitenroll.com**.
- 2 Log-in to the site. Your user ID is the last six digits of your Social Security number, and the first time you Log-in, your password is your date of birth in MMDDYYYY format. (For example, if you were born May 9, 1970, your password would be 05091970.)
- 3 After you log-in to the site for the first time, you'll be prompted to change your password.
- 4 Click "Enrollment" under the "Steps to Enroll" heading.
- 5 You can review your current benefits by selecting "Review Employee Coverage."
- 6 To enroll for your benefits, select "Open Enrollment" at the top of the page.
- 7 For each benefit, select the plan and coverage level you want, then click "Next" to move to the next benefit.
- 8 Once you've completed the enrollment process, you'll be directed to a confirmation page, at which point you can print a confirmation statement. You'll also receive a paper confirmation statement in the mail once your enrollment is complete.

Before You Enroll!

Before you begin enrollment, make sure you have:

- Your dependent's Social Security numbers; and
- Your primary care provider's (PCP's) name and PCP ID, if you're enrolling in the Blue Shield HMO plan and/or the DeltaCare DHMO dental plan. (If you don't provide a PCP ID, you'll automatically be assigned a PCP.)

Once you enroll, you'll also be required to send the Employee Service Center the required documentation for your newly added dependents.

Employee Service Center

In addition to using the online enrollment system, you may enroll through the Employee Service Center. Speak with an Employee Service Center representative by calling (866) 844-9744. (Employee Service Center representatives are available Monday through Friday from 5 a.m. to 5 p.m., Pacific time.)

Waiving Coverage

When you enroll online, you may choose to waive, or decline, enrollment in one or more benefit plans by selecting the "Waive" button. Keep in mind that if you choose to waive coverage, it means that you are declining coverage from July 1, 2016 through June 30, 2017. It DOES NOT mean that you will continue with the same coverage you currently have. If you waive coverage during this enrollment, you will not be able to re-enroll for coverage during this period unless you experience a qualifying status change. If you elect to waive health coverage, you will be required to complete and sign a waiver form. If this form is not completed within 31 days, you only (and not your dependents) will be placed in the default coverage.



Reimbursement for Hearing Aids

Employees who are insured in one of the District's medical plans may request reimbursement from the District for the costs of hearing aids. The maximum amount of reimbursement shall be \$1,000 within any three-year period. The cost of hardware, fitting tests, and other tests related to the hearing aids is included for reimbursement purposes.

To obtain a reimbursement form, visit the Employee Service Center website at www.benefitenroll.com.

Medical Coverage Options

Your medical benefits are designed to help maintain the wellness and health of you and your family. The District offers three types of medical plan options.

- **HMO Plans:** With the HMO options, you must receive care from providers in the plan's network; the plan won't pay any benefits for care received outside the network except in an emergency.
- **PPO Plan:** With the PPO plan, you have the flexibility to receive care from any provider; however, the plan will pay a higher level of benefits when you receive care from a provider who participates in the plan's network.
- **PPO Saver Plan:** With the PPO Saver Plan, you have the coverage of a PPO plan, and can establish an account that allows you to save for health care expenses tax-free (known as a Health Savings Account, or HSA). More information about the HSA is available at www.benefitenroll.com.

Keep in mind that certain benefits in each plan may vary, depending on your bargaining unit. For employees represented by CSEA, a summary of your benefits is provided on page 11. Employees represented by TALB can find a summary of their benefits on page 13, while a summary of the benefits for Non-represented employees can be found on page 12.

An Overview of Your Benefits

The District offers you and your eligible dependents a comprehensive selection of health care and financial benefits.

Health Care Benefits	
Medical	The District offers two HMO Plans: <ul style="list-style-type: none"> • Kaiser Permanente HMO • Blue Shield of California HMO The District also offers the following PPO plans: <ul style="list-style-type: none"> • Blue Shield of California PPO • PPO Saver Plan (for Non-represented employees) All medical plans include prescription drug coverage. A summary of these benefits is provided on pages 11 – 17.
Dental	The District offers two dental plans: <ul style="list-style-type: none"> • Delta PPO Plus Premier • Delta Care DHMO You can find a summary of your dental benefits on page 16.
Vision	The Medical Eye Services (MES) vision plan is available to employees only. More information about this plan is available on page 17.
Employee Assistance Program (EASE)	The District provides EASE to assist employees with personal and work/life issues. You can find additional information about EASE on page 15.
Financial Savings & Security	
Flexible Spending Accounts (FSAs)	FSAs give you the option to set aside pre-tax funds to pay for certain eligible health care and dependent care expenses. You can find more details about FSAs on page 18.
Group Life and Group Accidental Death & Dismemberment (AD&D) Insurance	The District provides eligible employees with life and AD&D insurance coverage to help provide financial protection. More details about these coverages are available on page 19.
Deferred Compensation (IRC 457) Retirement Plan	So you can set aside pre-tax money for retirement, the District offers you the opportunity to participate in a Deferred Compensation Plan. Details about this plan can be found on page 20.
IRC Section 125 Flexible Fringe Benefits Plan	This plan allows you to pay premiums for certain District benefits and potentially reduce your taxes at the same time. Details about this plan can be found on page 20.

CSEA — 2016 – 2017 Medical Coverage Options

The chart below summarizes the main features of the medical plans available to employees represented by CSEA. For the full details of each plan, including exclusions, refer to the Evidence of Coverage (EOC) plan documents.

	Kaiser HMO ¹	Blue Shield HMO ¹	Blue Shield PPO	
			In-Network	Out-of-Network
Plan Year Deductible Individual/Family	None	None	\$300/\$600	\$500/\$1,000
Plan Year Out-of-Pocket Maximum (including deductible) Individual/Family	\$1,500/\$3,000	\$250/\$500	\$1,300/\$2,600	\$5,500/\$11,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited	
Covered Services				
Inpatient Hospital	No charge	No charge	80%	Plan pays up to 60% of \$600 per claim, or \$210
Outpatient Surgery	\$5 copay	No charge	80%	Plan pays up to 60% of \$350 per day, or \$210
Ambulatory Surgery Center and Outpatient Services	\$5 copay	No charge	80%	Plan pays up to 60% of \$250 per day, or \$210
Emergency Room	\$100 copay (waived if admitted)	\$100 copay (waived if admitted)	80%	80%
Physician Office Visit	\$5 copay	\$5 copay	80%	60%
Routine Physical	No charge	No charge	No charge ²	60%
Well-Baby & Well-Child Care	No charge	No charge	No charge ²	60%
Well-Woman Exams	No charge	No charge	No charge ²	60%
Maternity Care	No charge	\$5 copay	80%	60%
Lab and X-ray	No charge	No charge	80%	60%
Physical or Occupational Therapy	\$5 copay	\$5 copay	80%	60%
Chiropractic Care	\$5 copay (Up to 30 visits/year)	\$5 copay (Up to 30 visits/year)	80%	60%
Durable Medical Equipment	No charge	No charge	80%	60%
Mental Health – Inpatient				
	Kaiser	Blue Shield	Blue Shield	
	No charge	No charge	80%	Plan pays up to 60% of \$600 per day, or \$360
Mental Health – Outpatient				
	Kaiser	Blue Shield	Blue Shield	
	\$5 copay	\$5 copay	80%	60%
Prescription Drugs³				
	Kaiser	Blue Shield	Express Scripts	
Out-of-Pocket Maximum Individual/Family	None	None	\$5,550/\$11,100	
Retail				Not covered
Generic	\$5 copay	\$5 copay	\$0 copay	
Brand	\$5 copay	\$10 copay	\$20 copay	
Non-formulary	\$5 copay	\$35 copay	\$50 copay	
Retail Supply	100 days	30 days	30 days	
Mail Order				
Generic	\$5 copay	\$5 copay	\$0 copay	
Brand	\$5 copay	\$10 copay	\$20 copay	
Non-formulary	N/A	\$35 copay	\$50 copay	
Mail-Order Supply	100 days	90 days	90 days	

¹ If you enroll in an HMO plan, you can obtain services only within the plan's geographic service area, except for emergency services.

² Preventive care is 100% covered in-network with no deductible required. Routine tests and screenings are free to you when you use in-network providers, too.

³ Some contraceptive prescriptions for women are 100% covered in-network with no copay or deductible required. Contact the plan for details.

If you don't enroll for coverage when you're first eligible, you'll be automatically enrolled in the CSEA default coverage for yourself only: Kaiser HMO medical plan, DeltaCare DHMO dental plan, vision coverage, life and accidental death & dismemberment insurance, and the employee assistance program.

NON-REPRESENTED — 2016 – 2017 Medical Coverage Options

The chart below summarizes the main features of the medical plans available to non-represented employees. For the full details of each plan, including exclusions, refer to the Evidence of Coverage (EOC) plan documents.

	Kaiser HMO ¹	Blue Shield HMO ¹	PPO \$aver Plan		Blue Shield PPO	
			In-Network	Out-of-Network	In-Network	Out-of-Network
Plan Year Deductible Individual/Family	None	None	\$1,500/\$3,000 (For family coverage, full calendar-year deductible must be met before plan pays benefits)		\$300/\$600	\$500/\$1,000
Plan Year Out-of-Pocket (includes deductible) Maximum Individual/Family	\$1,500/\$3,000	\$250/\$500	\$3,275/\$6,550 (For family coverage, full annual out-of-pocket maximum must be met before plan pays benefits)		\$1,300/\$2,600	\$5,500/\$11,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited		Unlimited	
Health Savings Account (HSA)	None	None	Available		None	
Covered Services						
Inpatient Hospital	No charge	No charge	90%	Plan pays 40% up to \$600 per day or \$360	80%	Plan pays 60% up to \$600 per day or \$360
Outpatient Surgery	\$5 copay	No charge	90%	Plan pays up to 60% of \$350 per claim, or \$210	80%	Plan pays up to 60% of \$350 per claim, or \$210
Ambulatory Surgery Center and Outpatient Services	\$5 copay	No charge	90%	Plan pays up to 40% of \$350 per claim, or \$210	80%	Plan pays up to 60% of \$350 per claim, or \$210
Emergency Room	\$100 copay (waived if admitted)	\$100 copay (waived if admitted)	\$100 copay (waived if admitted), then 90%	\$100 copay (waived if admitted), then 90%	80%	80%
Physician Office Visit	\$5 copay	\$5 copay	90%	60%	80%	60%
Routine Physical	No charge	No charge	No charge ²	Not covered	No charge ²	60%
Well-Baby & Well-Child Care	No charge	No charge	No charge ²	Not covered	No charge ²	60%
Well-Woman Exams	No charge	No charge	No charge ²	Not covered	No charge ²	60%
Maternity Care	No charge	\$5 copay	90%	60%	80%	60%
Lab and X-ray	No charge	No charge	\$25 then plan pays up to 90%	60%	80%	60%
Physical or Occupational Therapy	\$5 copay	\$5 copay	90%	60%	80%	60%
Chiropractic Care	\$5 copay (Up to 30 visits/year)	\$5 copay (Up to 30 visits/year)	90% (Up to 20 visits/year)	60% (Up to 20 visits/year)	80%	60%
Durable Medical Equipment	No charge	No charge	90%	60%	80%	60%
Mental Health – Inpatient	Kaiser	Blue Shield	Blue Shield		Blue Shield	
	No charge	No charge	90%	Plan pays up to 60% of \$600 per day, or \$360	80%	Plan pays up to 60% of \$600 per day, or \$360
Mental Health – Outpatient	Kaiser	Blue Shield	Blue Shield		Blue Shield	
	\$5 copay	\$5 copay	90%	60%	80%	60%
Prescription Drugs³	Kaiser	Blue Shield	Blue Shield⁴		Express Scripts	
Out-of-Pocket Maximum Individual/Family	None	None	None		\$5,550/\$11,100	
Retail						Not covered
Generic	\$5 copay	\$5 copay	\$5 copay	Not covered	\$0 copay	
Brand	\$5 copay	\$10 copay	\$10 copay	Not covered	\$20 copay	
Non-formulary	\$5 copay	\$35 copay	\$35 copay	Not covered	\$50 copay	
Retail Supply	100 days	30 days	30 days	Not covered	30 days	
Mail Order						
Generic	\$5 copay	\$5 copay	\$5 copay	Not covered	\$0 copay	
Brand	\$5 copay	\$10 copay	\$10 copay	Not covered	\$20 copay	
Non-formulary	N/A	\$35 copay	\$35 copay	Not covered	\$50 copay	
Mail-Order Supply	100 days	90 days	90 days	Not covered	90 days	

¹ If you enroll in an HMO plan, you can obtain services only within the plan's geographic service area, except for emergency services.

² Preventive care is 100% covered in-network with no deductible required. Routine tests and screenings are free to you when you use in-network providers, too.

³ Some contraceptive prescriptions for women are 100% covered in-network with no copay or deductible required. Contact the plan for details.

⁴ Subject to calendar-year deductible.

If you don't enroll for coverage when you're first eligible, you'll be automatically enrolled in the non-represented default coverage for yourself only: Blue Shield PPO medical plan, Delta PPO Plus Premier plan, vision coverage, life and accidental death & dismemberment insurance, and the employee assistance program.

TALB — 2016 – 2017 Medical Coverage Options

The chart below summarizes the main features of the medical plans available to employees represented by TALB. For the full details of each plan, including exclusions, refer to the Evidence of Coverage (EOC) plan documents.

	Kaiser HMO ¹	Blue Shield HMO ¹	Blue Shield PPO	
			In-Network	Out-of-Network
Plan Year Deductible Individual/Family	None	None	\$300/\$600	\$500/\$1,000
Plan Year Out-of-Pocket Maximum (includes deductible) Individual/Family	\$1,500/\$3,000	\$250/\$500	\$1,300/\$2,600	\$5,500/\$11,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited	
Covered Services				
Inpatient Hospital	No charge	No charge	80%	Plan pays 60% up to \$600 per day or \$360
Outpatient Surgery	\$5 copay	No charge	80%	Plan pays up to 60% of \$350 per claim, or \$210
Ambulatory Surgery Center and Outpatient Services	\$5 copay	No charge	80%	Plan pays up to 60% of \$350 per claim, or \$210
Emergency Room	\$100 copay (waived if admitted)	\$100 copay (waived if admitted)	80%	80%
Physician Office Visit	\$5 copay	\$5 copay	80%	60%
Routine Physical	No charge	No charge	No charge ²	60%
Well-Baby & Well-Child Care	No charge	No charge	No charge ²	60%
Well-Woman Exams	No charge	No charge	No charge ²	60%
Maternity Care	No charge	\$5 copay	80%	60%
Lab and X-ray	No charge	No charge	80%	60%
Physical or Occupational Therapy	\$5 copay	\$5 copay	80%	60%
Chiropractic Care	\$5 copay (Up to 30 visits/year)	\$5 copay (Up to 30 visits/year)	80%	60%
Durable Medical Equipment	No charge	No charge	80%	60%
Mental Health – Inpatient	Kaiser	Blue Shield	Blue Shield	
	No charge	No charge	80%	Plan pays up to 60% of \$600 per claim, or \$360
Mental Health – Outpatient	Kaiser	Blue Shield	Blue Shield	
	\$5 copay	\$5 copay	80%	60%
Prescription Drugs³	Kaiser	Blue Shield	Express Scripts	
Out-of-Pocket Maximum Individual/Family	None	None	\$5,550/\$11,100	
Retail				Not covered
Generic	\$5 copay	\$5 copay	\$0 copay	
Brand	\$5 copay	\$10 copay	\$20 copay	
Non-formulary	\$5 copay	\$35 copay	\$50 copay	
Retail Supply	100 days	30 days	30 days	
Mail Order				
Generic	\$5 copay	\$5 copay	\$0 copay	
Brand	\$5 copay	\$10 copay	\$20 copay	
Non-formulary	N/A	\$35 copay	\$50 copay	
Mail-Order Supply	100 days	90 days	90 days	

¹ If you enroll in an HMO plan, you can obtain services only within the plan's geographic service area, except for emergency services.

² Preventive care is 100% covered in-network with no deductible required. Routine tests and screenings are free to you when you use in-network providers, too.

³ Some contraceptive prescriptions for women are 100% covered in-network with no copay or deductible required. Contact the plan for details.

If you don't enroll for coverage when you're first eligible, you'll be automatically enrolled in the TALB default coverage for yourself only: Blue Shield PPO medical plan, Delta PPO Plus Premier plan, vision coverage, life and accidental death & dismemberment insurance, and the employee assistance program.

Prescription Drug Costs

Keep in mind, prescription drugs copays accrue towards the out-of-pocket maximum for all medical plans. Note there is a separate prescription drug out-of-pocket maximum for the PPO plan. (\$5,550 individual/\$11,100 family, in-network only)

Prescription Drug Benefits

Depending on the medical plan you select, you may have a two- or three-tiered prescription drug benefit. With this type of plan, the amount you pay for prescriptions depends on:

- The type of drug you choose;
- Whether the drug is a generic drug, part of your plan's drug formulary (a list of drugs the insurance company considers "preferred choices" based on their effectiveness and cost), or neither (non-formulary); and
- Whether you fill your prescription at a retail pharmacy or through the mail-order program.

Generally:

- **Generic drugs** are in the plan's first tier and are your lowest copay option;
- **Brand-name drugs that are on your plan's drug formulary** are in the second tier for most plans, and are your mid-range copay option; and
- **Brand-name drugs that are not on your plan's drug formulary (non-formulary)** are in the third tier for some plans, and may not be covered under certain plans; if they're covered under your plan, these are generally your highest copay option.

Generic drugs are the cheaper equivalent of many brand-name drugs. In fact, they have to prove that they're just as effective as the brand-name drug before they're approved. In addition, many brand-name drugs that aren't on the formulary have similar equivalents that are. So if your doctor prescribes a drug that's not on the formulary, ask whether a generic or formulary brand drug would work just as well.

Using the Mail-Order Pharmacy

If you're taking a medication on an ongoing basis for a chronic condition such as diabetes or heart disease, you may want to consider using your plan's prescription drug mail-order service. The mail-order service usually saves you money, because you can order a larger supply of your medication for a smaller copay. When you use the mail-order pharmacy, you generally receive about a three-month supply of the medication.

Prior Authorization and Specialty Drugs

Depending on your pharmacy plan, you may be required to receive prior authorization before you can fill prescriptions for certain drugs. In addition, you may need to use a Specialty Pharmacy designated by your plan to fill prescriptions for certain drugs. For more information, contact your plan's member services or visit the plan's website.



A Special Note about Express Scripts

Your prescription drug coverage is provided through Express Scripts if you select the Blue Shield PPO plan.

If you participate in any of the other medical plans, your prescription drug coverage is provided through your medical plan.

If your prescription drug coverage is provided through Express Scripts, you'll receive a separate ID card for prescription drug coverage. You should be prepared to present your Express Scripts ID card whenever you have a prescription filled at a retail pharmacy. If you don't, you may be denied benefits and have to pay for your prescription up front.

To receive benefits, you must fill your prescription by using either the mail-order pharmacy or a participating retail pharmacy. To find a participating pharmacy, you can call Express Scripts Member Services at (866) 662-0297 or visit www.express-scripts.com.

The Specialty Pharmacy

Certain drugs covered by the Express Scripts plan require you to purchase them through Accredo, Express Scripts' Specialty Pharmacy program. These drugs include growth hormone medications as well as drugs to treat cystic fibrosis, multiple sclerosis, and viral hepatitis. These drugs may be dispensed through mail-order only. For more information or to enroll in the Specialty Pharmacy program, call Express Scripts Member Services (866) 662-0297.

Clinical Prior Authorization

With the Express Scripts plan, certain prescriptions require approval from the plan, or "clinical prior authorization," before they'll be covered. These include, but aren't limited to, biological response modifiers and anti-obesity, insomnia, and migraine medications. To request approval, you, your pharmacy, or your physician should call (866) 662-0297. When you call, you'll need to have the name of the medication, your physician's name and phone number, and your member ID and group number (which are printed on your Express Scripts ID card).

Is Your Drug on the Formulary?

If your drug is on the national preferred formulary, your benefits will probably be better. You can contact Express Scripts Member Services, (866) 662-0297, or visit the Express Scripts website, www.express-scripts.com, for information about which drugs are on the national preferred formulary. Keep in mind that your benefits will be highest if you receive a generic drug.

Your Prescription Drug Benefits

Your prescription drug benefits depend on your medical plan. You can find more details on the following pages:

- CSEA: page 11
- Non-Represented: page 12
- TALB: page 13

Keep in mind that to receive those benefits, you'll need to use a pharmacy that's part of your plan's network.

Employee Assistance Program (EASE)

EASE is an additional benefit and specialized program provided by Employee Assistance Service for Education (EASE), which is part of the Los Angeles County Office of Education. EASE is available to you and your immediate family members.

EASE provides professional and confidential counseling to help you with:

- Family troubles with spouse or children;
- Emotional distress;
- Drug or alcohol abuse;
- On-the-job anxieties and stress;
- Grief, loss, and transitions;
- Legal or financial referrals; and
- Worksite and phone consultations.

Access to all of the EASE services is just a phone call away — (800) 882-1341.

Dental Plan Options

Because regular dental care is vital to your overall health well being, your dental benefits are an important part of your health care package.

With the DeltaCare DHMO plan, you must receive care from a provider in the plan's network or no benefits will be paid. For the Delta PPO Plus Premier plan, you have the flexibility to receive care from any provider; however, you may pay less if you receive care from a Delta Dental contracted provider, because Delta Dental negotiates lower fees for Delta plan members.

The chart below summarizes the main features of the dental plans available to all District employees. For the full details of each plan, including exclusions, refer to the Evidence of Coverage (EOC) plan documents.

MAJOR COVERAGE	Delta PPO Plus Premier Plan		DeltaCare DHMO Plan
Eligibility	Employee only; dependent coverage at employee's expense		Employee and dependents
Choice of Dentist	For highest level of benefits, you must use In-Network dentists. Enrollees also have the flexibility to see any licensed dentist		You must use a dentist on the panel of primary care dentists
	Delta Dental PPO Dentist	Any Licensed non-PPO Out-of-Network Dentist	
Covered Fees	Contracted fees	U&C ¹	All services provided by contract
Annual Maximum	\$2,200	\$2,000	No maximum
Deductible	None		None
Coinsurance/Copay	What the plan pays: <ul style="list-style-type: none"> • Pays 70% – 1st year of participation • Pays 80% – 2nd year of participation • Pays 90% – 3rd year of participation • Pays 100% thereafter Levels increase each calendar year if employee visits dentist at least once a year		Per copay schedule shown in the EOC available on the Benefits website at www.benefitenroll.com and the LBUSD website at www.lbschools.net
Preventive Services			
Teeth Cleaning	Covered – 2 per year		Covered in full – 2 per year
Full Mouth X-rays	Covered – every 5 years		Covered in full – every 2 years
Bite-Wing X-rays	Covered – 2 per year to age 18; 1 per year ages 18 and up		Covered in full – 2 per year
Fluoride Treatments	Covered – 2 per calendar year ²		Covered in full – to age 18
Therapeutic Services			
Extractions	Covered ²		Covered in full (uncomplicated)
Fillings	Covered ²		Covered in full (amalgam, acrylic)
Root Canals/Periodontics	Covered ²		Covered subject to copay
Crowns, Dentures, Bridges			
Crown	Covered ²		Covered subject to copay
Denture/Bridge	Paid at 50%		Covered subject to copay
Orthodontia			
Children/Adults	Not covered		Covered subject to \$350 start-up fee, \$1,200 copay

¹ If a covered individual uses a Delta PPO Plus Premier dentist, reimbursement under the plan is based on the plan's allowed fees. All other dentists are subject to reimbursements based on the usual & customary (U&C) amount for the service.

² Covered at applicable coinsurance level.

Vision Coverage

With the Medical Eye Services (MES) vision plan, you have coverage for a wide range of vision services. Vision coverage is available to employees only.

After you've met the annual deductible, the plan begins to pay benefit. The amount the plan pays depends on whether or not you visit a participating provider. When you go to a participating provider, the plan provides full coverage for many covered services and materials. When you go to a non-participating provider, charges will be paid on the basis of prevailing fees, but not to exceed the schedule of allowances in the right column of the following chart.

For a complete list of covered services and limitations/exclusions, refer to the Evidence of Coverage (EOC) plan document.

MAJOR COVERAGE	Participating Provider	Non-participating Provider
First, you pay an annual deductible...		
Annual deductible		\$10
Then, the plan pays for the following benefits...		
Exams		
Ophthalmic Examination (with or without refraction, once every 12 months)	Plan pays 100%	Plan pays \$60
Optometric Examination (with or without refraction, once every 12 months)		Plan pays \$50
Frames		
Two every 24 months	Plan pays 100% ¹	Plan pays \$40/frame
Lenses (per pair, up to two pairs every 24 months)		
Single Vision (plastic)	Plan pays 100% for two pairs of standard lenses ²	Plan pays \$43
Bifocal (plastic)		Plan pays \$60
Trifocal (plastic)		Plan pays \$75
Aphakic Monofocal		Plan pays \$120
Aphakic Multifocal		Plan pays \$200
Tints (Pink or Rose #1 or #2)		
Single vision		Plan pays \$10
Bifocals		Plan pays \$15
Trifocals		Plan pays \$20
Tints (other than Pink or Rose #1 or #2)	Not covered	Not covered
Contact Lenses (in lieu of frames and lenses, once every 24 months)		
Medically Necessary	Plan pays 100% ³	Plan pays \$250
Cosmetic	Plan pays 100%, up to a \$100 maximum	Plan pays \$100

¹ A standard frame is any frame that has a retail value of \$60 or less; you are responsible for any charges above \$60.

² Standard lenses are plastic and fit any frame with an eye size less than 56 mm.

³ Contact lenses are medically necessary if they are prescribed following cataract surgery, when they are the only means to correct visual acuity to 20/70 in the better eye, or when necessitated by anisometropia or certain conditions of keratoconus. **Prior authorization from Medical Eye Services is required before contact lenses will be considered medically necessary.**

FSAs, HSAs, and Your Domestic Partner

You can use the funds in your Health Care FSA and PPO Saver Plan HSA to pay for expenses for your eligible dependents. However, because of IRS regulations, your California-registered domestic partner is not considered an eligible dependent for purposes of the FSA or HSA unless he or she is an IRS tax dependent. Also, you cannot spend funds from your Dependent Care FSA on the children of your domestic partner, unless the children qualify as your IRS tax dependents.

Flexible Spending Accounts (FSAs)

The District gives all eligible employees access to two flexible spending accounts (FSAs) — a Health Care FSA and a Dependent Care FSA. Non-represented employees who enroll in the PPO Saver Plan will have access to the Limited Purpose FSA. These accounts let you pay for certain expenses using pre-tax contributions — that means less of your paycheck goes to taxes and you take home more money! The FSAs are administered by WageWorks, and you can enroll in FSAs through the Employee Service Center.

FSAs will continue to stay on the calendar year and are effective through December 31, 2016. Enrollment for FSA participation in 2017 will take place in November.

When you take advantage of the FSAs, you can:

- Put more money in your pocket;
- Reduce your income tax liability;
- Budget for non-covered health care expenses; and
- Set aside dollars for day care and other dependent care costs — so you have the money when you need it.

With FSAs, you can also save for expected out-of-pocket costs, such as:

- **Health care expenses** — vision exams and eyeglasses, hearing aids, orthodontia, medical and dental deductibles, even laser vision surgery and other services not covered by your medical benefits plan; and
- **Work-related dependent care expenses** — nursery schools and day care centers for your children, or for an adult dependent.

More information about eligible expenses is available at www.benefitroll.com.

When you enroll in an FSA, you elect how much money you want to contribute for the calendar year. The District then takes that amount out of your paychecks in equal installments — before taxes are taken out. You can then submit a claim for reimbursement from these accounts whenever you have eligible expenses.

However, it's important to budget carefully, because any money that's left over at the end of the year will be forfeited. And keep in mind that once you've elected a contribution amount, you're not allowed to change it during the year unless you have a qualifying status change (although not all status changes allow you to change your contribution amount).

2016 FSA Contribution Limits

For 2016, you can contribute the following amounts to your FSA:

- Health Care FSA: \$2,550
- Limited Purpose FSA: \$2,550
- Dependent Care FSA: \$5,000 (if you are single or married and filing taxes jointly) or \$2,500 (if you are married and filing taxes separately)

Note: There will be a special enrollment period in November for 2017 FSA contributions. Contribution amounts each year may change, based on IRS regulations, and will be communicated during the enrollment period in the fall. If you don't use your whole balance by the end of 2016, you'll have a grace period to use the funds and submit claims. **If you don't use your balance by March 15, 2017 and submit claims by March 31, 2017 you'll forfeit any remaining funds.**

Limited Purpose FSA — for Non-Represented Employees Enrolled in the PPO Saver Plan

If you enroll in the PPO Saver Plan, you cannot enroll in the regular Health Care Flexible Spending Account (FSA). However, you can enroll in a Limited Purpose FSA. You can only use a Limited Purpose FSA to pay certain non-medical expenses, such as eligible dental or vision care.

Important! If you currently participate in an FSA and want to enroll in the PPO Saver Plan for 2016–2017, IRS regulations require that you use up your FSA balance before contributing. If you have no balance (\$0.00) in your FSA on December 31, 2016, you can contribute to the HSA beginning January 1, 2017. If you don't use your full FSA balance by December 31, 2016, you won't be eligible to open an HSA until April 1, 2017.

Group Life Insurance and Group Accidental Death & Dismemberment Insurance

If you're eligible, the District automatically provides you with group life and basic AD&D insurance:

- **Group life insurance** pays a benefit to your beneficiary in the event of your death.
- **Group basic AD&D insurance** provides an additional benefit if you die as the result of an accident. It also provides a benefit if you have certain injuries as the result of an accident — the benefit you receive is a percentage of the total benefit, depending on the extent of your injury.

Your coverage level is shown in the chart below.

Employee Group	Level of Coverage
Bargaining and Non-bargaining Unit Employees	<ul style="list-style-type: none"> • Life insurance benefit equal to one times annual salary, but not less than \$15,000 or more than \$50,000. • AD&D coverage is provided in the same amount.
Management, Supervisory, and Confidential Employees	<ul style="list-style-type: none"> • Life insurance benefit of \$50,000. • AD&D coverage is provided in the same amount.

Although the District pays the full cost of coverage for most employees, certain job share and management employees who work less than full time may be required to pay a portion of the premium for this benefit. **If you do not want to pay these premiums, you must elect to waive this benefit during your enrollment.**

If you're a collective bargaining employee, please refer to your collective bargaining agreement to determine District-paid premiums. You can find the full details of the plans in the Certificate of Insurance, which is available on the Employee Service Center website at www.benefitroll.com.

Life Insurance Conversion

Your life insurance coverage will terminate at the end of the month in which you are no longer eligible for District benefits. However, you may be eligible to convert to an individual life insurance policy at that time. For more information, please call the life insurance carrier, Reliance Standard, at (800) 644-1103.



Retirement Plans

In addition to your pension benefits, the District is pleased to offer you two additional plans to help you save for retirement.

The District offers 403(b) and 457 plans in accordance with the Internal Revenue Code to allow participants to save for retirement with pre-tax dollars. These plans offer the following benefits:

- Contributions are made on a salary-reduction basis;
- Variety of investment choices; and
- Easy payroll deduction.

Under current law, before age 59½, a 10% federal tax penalty may apply to amounts distributed from your plan (and certain deemed distributions) which are attributable to an IRA or another qualified plan. Withdrawals are subject to ordinary income tax.

The 403(b) plan is administered by SchoolsFirst Federal Credit Union, while the 457 is administered by the Hartford.

For more information on your District retirement plans, please call the plans' administrator.

Plan	Plan Administrator	Phone Number
403(b)	SchoolsFirst FCU	(800) 462-8328 x4116
457	Morgan Stanley	(800) 755-5721 (Barbara Fleming)

Internal Revenue Code (IRC) Section 125 Flexible Fringe Benefits Plan

The Long Beach Unified School District is pleased to provide our IRC Section 125 Flexible Fringe Benefits plan. This plan will be available for all employees, including the Long Beach Unified School District's Board of Education and Personnel Commission, Teachers Association of Long Beach, California Schools Employee Association Chapter #2, Management, Supervisors, and Confidential and Non-represented Employees.

If you pay premiums for certain District benefits, the Section 125 plan allows you to reduce your taxes by paying certain qualified expenses through payroll deductions on a pre-tax basis (for example, if you pay premiums for Delta Dental coverage for your dependents, or you're a job-share employee who pays medical premiums). By participating in a Section 125 plan, you will lower your taxable income, which can result in lower federal and state taxes.

If you pay premiums for your eligible benefits, you'll have the option to enroll in the Section 125 plan.



Important Information About Your Benefits

This section includes some important notices about your rights and responsibilities as a participant in the District's plans. It also includes details about how to appeal a claim or file a grievance. If you have any additional questions about this information, feel free to contact the Employee Service Center at (866) 844-9744.

Appealing a Claim

If a claim has been denied for you or your eligible family members, you may appeal the claim. Each carrier has its specific appeal process to follow. Please call your insurance carrier member services for the specific grievance and appeals process. See page 21 of this booklet for insurance carrier phone numbers.

Filing a Complaint or Grievance

Each insurance carrier has a specific process for effectively handling complaints and grievances. Please call your insurance carrier member services for details. Insurance carrier phone numbers are listed on page 21 of this booklet.



Phone Numbers and Websites

Phone Numbers and Websites			
		Phone Number	Website
	LBUSD Employee Resources		
	LBUSD Risk Management	N/A	www.lbschools.net (Click "R" for Risk Management)
	LBUSD Employee Service Center (Member Services)	(866) 844-9744	www.benefitenroll.com
	LBUSD Wellness Microsite		
		N/A	www.LBUSDWellness.com
	Morneau-Shepell		
	COBRA Benefit Billing Center	(855) 274-8493	https:// msbenefitscontinuation. morneaushepell.com
	Blue Shield of California		
	Member Services (HMO, PPO, and PPO \$aver Plan)	(855) 256-9404	www.blueshieldca.com/lbusd
	Kaiser		
	Member Services (HMO)	(800) 464-4000	https://my.kp.org/lbusd/
	Express Scripts		
	Member Services	(866) 662-0297	www.express-scripts.com
	EASE		
	Member Services	(800) 882-1341	www.lacoe.edu/ease
	Delta Dental		
	Member Services (PPO & Premier) Member Services (DHMO)	(866) 499-3001 (800) 422-4234	www.deltadentalins.com
	Medical Eye Services		
	Member Services	(800) 877-6372	www.mesvision.com
	WageWorks		
	Member Services	(855) 774-7441	www.wageworks.com
	California Public Employees' Retirement System		
	Member Services	(888) 225-7377	www.calpers.ca.gov
	State Teachers' Retirement System		
	Member Services	(800) 228-5453	www.calstrs.ca.gov
	Reliance Standard and Risk Management		
	Member Services	(800) 644-1103	