Consolidated Benefits (CoBen)
# General Information

<table>
<thead>
<tr>
<th>Eligibility: BU 2, 7, 8, 16, 17, 18, 19, and Excluded Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benefit Allowance</strong></td>
</tr>
<tr>
<td>Combined employer contribution for health, dental and vision</td>
</tr>
</tbody>
</table>
Delta Dental: 24-Month Restriction

- Employees in CoBen do not serve the State Dental Program’s Delta Dental 24-month restriction period
- Newly hired employees and those who transfer from a Bargaining Unit that is not eligible for CoBen to one that is eligible, including those who are currently serving the 24-month restriction, will be allowed to enroll or change to a Delta Dental plan
Ways to Calculate Costs

Benefits Calculator (preferred)
- Automatically calculates amounts added/deducted based on election choices
- Basic vision plan is automatically added into the calculation

Benefits Worksheets
- Available in the CoBen handbook
- Employees manually calculate costs
Appeals Process

• CalHR will review appeals submitted by personnel offices on a case by case basis in the event of an administrative error.
Cash Option Programs (CoBen & FlexElect)
Learning Objectives

• Tell the difference between FlexElect and CoBen Cash Options
• Determine eligibility
• Understand qualifying coverage
• Know the differences that apply to Permanent-Intermittent (PI)
Available Cash Option Programs

- **FlexElect**
  - Bargaining Units 1, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 20 and 21

- **CoBen**
  - Bargaining Units 2, 7, 8, 16, 17, 18, 19, and Excluded Employees

- Once enrolled, employees do not need to re-enroll each year
  - Exception: PI employees must reenroll each year
## Eligibility Criteria

<table>
<thead>
<tr>
<th>State employees designated:</th>
<th>Additional Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Rank and File</td>
<td>• Permanent status</td>
</tr>
<tr>
<td>• Managerial</td>
<td>• Limited-term or TAU</td>
</tr>
<tr>
<td>• Supervisory</td>
<td>• FlexElect: Mandatory right of return to a</td>
</tr>
<tr>
<td>• Confidential</td>
<td>permanent position</td>
</tr>
<tr>
<td>• All other employees excluded from</td>
<td>• CoBen: Mandatory right of return not</td>
</tr>
<tr>
<td>collective bargaining</td>
<td>required</td>
</tr>
<tr>
<td></td>
<td>• Work one-half time or more</td>
</tr>
<tr>
<td></td>
<td>• Permanent intermittent</td>
</tr>
</tbody>
</table>
Qualifying Coverage

• Employee must have qualifying group coverage to be eligible for cash in lieu of health or health and dental
  – Health coverage including but not limited to the following are not qualifying coverage to receive the Cash Options:
    • TRICARE, Medicare, Medi-Cal, Covered California, VA, Indian Reservations
### Cash Option Monthly Amounts

<table>
<thead>
<tr>
<th>Coverage</th>
<th>FlexElect</th>
<th>CoBen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Only</td>
<td>$128</td>
<td>$130</td>
</tr>
<tr>
<td>Dental Only</td>
<td>$12</td>
<td>Not available</td>
</tr>
<tr>
<td>Health and Dental</td>
<td>$140</td>
<td>$155</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$1</td>
<td>$0</td>
</tr>
</tbody>
</table>

- Unit 6 employees may not receive the FlexElect Cash Option in lieu of their dental insurance
Cash Option Enrollment Forms
Effective Dates

• Standard Events
  – First of the following month when a correctly completed enrollment form is received at SCO by the 10th AND does not have to be returned to the agency for correction

• Mandatory Events
  – First of the month following the event
Dental: Three Year Commitment

• Must remain enrolled in Cash Option for three plan years
  – Disclosed on the STD 701C and 702
  – Personnel offices must confirm eligibility before an employee enrolls in dental coverage

• Exceptions
  – Lose their other dental coverage (60 day window)
  – Cancel both their health and dental CoBen Cash Option during open enrollment
PI Employees

- Eligibility Requirements
  - Have been eligible for health and/or dental for the entire January through June control period
  - Be paid for at least 480 hours worked during the January through June control period
  - Have a PI appointment from January 1 through June 30 of the plan year for which they enrolled
  - Have completed a STD 701C or 702 during open enrollment or as a newly eligible employee
PI Employees, 2

• Enrollment Requirements
  – Employee must complete a form STD 701C (FlexElect) or 702 (CoBen) during open enrollment
    • Must re-enroll each year
  – Personnel offices retain the form until July of the following year
PI Employees, 3

If employee meets the eligibility definition, personnel offices submit to SCO for processing along with a STD 674

- Add in the remarks of the 674 “I certify this PI employee has worked 480 hours during the January – June _____ (YEAR) control period and meets all other eligibility criteria for the Cash Option payment of _____ (AMOUNT DUE)”
- SCO must receive the forms by September 1
## PI Cash Option Lump Sum Amounts

<table>
<thead>
<tr>
<th>Coverage</th>
<th>FlexElect</th>
<th>CoBen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Only</td>
<td>$768</td>
<td>$780</td>
</tr>
<tr>
<td>Dental Only</td>
<td>$72</td>
<td>Not available</td>
</tr>
<tr>
<td>Health and Dental</td>
<td>$840</td>
<td>$930</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$12</td>
<td>$0</td>
</tr>
</tbody>
</table>

- Unit 6 employees may not receive the FlexElect Cash Option in lieu of their dental insurance.
Change in Status Events

Permitting Events

- Marriage, divorce, legal separation, or annulment
- Birth or adoption of a child
- Death of a spouse or dependent
- Loss or commencement of spouse’s coverage due to an employment status change
- Change in employee’s or spouse’s work schedule that results in a loss or gain of eligibility and coverage
Loss of Eligibility

• Change to a time base that is less than half-time

• Change to an appointment that is not permanent (such as LT or TAU) unless otherwise defined under Eligibility Criteria

• Change to a Permanent-Intermittent (PI) position (may possibly reenroll as a newly eligible PI)
Loss of Eligibility Procedures

• A 701C (FlexElect) or 702 (CoBen) must be processed to cancel the Cash Option
  – Employees may complete the form and submit to the personnel office; or
  – Personnel offices may complete as an administrative cancellation but must notify employee
Appeals Process

• CalHR will review appeals submitted by personnel offices on a case by case basis in the event of an administrative error.
Differentiators

• LT and TAU appointments
• Bargaining unit eligibility
• Cash Option amounts
FlexElect Reimbursement Accounts
Learning Objectives

• Know what the types of accounts are
• Understand eligibility
• Qualified expenses
• Claims filing process
• COBRA application
FlexElect Programs

**Medical Reimbursement Account (MRA)**
Health, dental and vision expenses
No Federal, State, or Social Security taxes withheld

**Dependent Care Reimbursement (DCRA)**
Dependent care expenses while working or looking for work
No Federal, State, or Social Security taxes withheld

**Cash Option**
Eligibility Criteria

State employees designated:
- Rank and File
- Managerial
- Supervisory
- Confidential
- All other employees excluded from collective bargaining

Additional Requirements:
- Permanent status
- Limited-term or TAU
  - Mandatory right of return to a permanent position
- Work one-half time or more
## Reimbursement Accounts

<table>
<thead>
<tr>
<th>Available Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Reimbursement Account (MRA)</td>
</tr>
<tr>
<td>Max Election: $2,750 per year</td>
</tr>
<tr>
<td>Minimum Election: $10 per month</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Dependent Care Reimbursement Account (DCRA)</td>
</tr>
<tr>
<td>Max Election: $5,000 per year per household; $2,500 if married and filing separately</td>
</tr>
</tbody>
</table>
Enrollment Form Submission

• Employees must complete a STD 701R to enroll
  – Must re-enroll each open enrollment period
• Confirm monthly deduction amounts do not exceed the plan maximums
  – MRA: $229.16
  – DCRA: $416.66
  – Newly Enrolled Exception: May elect more than the monthly maximum based on the remaining paychecks for the year
Reimbursement Account
Enrollment Authorization
Effective Dates

• Standard Events
  – First of the following month when a correctly completed enrollment form is received at SCO by the 10th AND does not have to be returned to the agency for correction

• Mandatory Events
  – First of the month following the event
How to Get Reimbursed

• Complete CalHR 351 (FlexElect Reimbursement Claim Form, Rev. 7/2016) after expense is incurred

• Submit form and supporting documentation to ASIFlex via mail, fax, through their online portal or their mobile app

• ASI will process the claim and SCO will generate checks
  – Note: Direct deposit may also be set up through ASI’s portal
Replacement Checks – Lost or Stolen

• Process
  – Employee must submit the following information:
    • Warrant number
    • Issue date
    • Warrant amount
    • Address
  – Employees may contact ASI if they do not have this information
Replacement Checks – Lost or Stolen, 2

- Once obtained, employee can email check information to FlexElectStopPaymentRequest@calhr.ca.gov
  - CalHR completes a portion of the form and emails to the employee
- Employee mails completed form to SCO for processing
  - Turnaround for processing is approximately 14 days
Replacement Checks – Stale

- Employees can now send their requests to FlexElectStopPaymentRequest@calhr.ca.gov
  - Must submit a copy of their check or provide complete check information
# Claims Deadlines

<table>
<thead>
<tr>
<th>Category</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan Year</strong></td>
<td>January 1 – December 31</td>
</tr>
<tr>
<td><strong>Grace Period</strong></td>
<td>March 15 of the following plan year</td>
</tr>
<tr>
<td><strong>Claims Filing Deadline</strong></td>
<td>June 30 of the following plan year</td>
</tr>
</tbody>
</table>
Change in Status Events

**Permitting Events**

- Marriage, divorce, legal separation, or annulment
- Birth or adoption of a child
- Death of a spouse or dependent
- Loss or commencement of spouse’s coverage due to an employment status change
Loss of Eligibility

- Change to a time base that is less than half-time
- Change to an appointment that is not permanent (such as LT or TAU) unless the employee has a mandatory right of return to a permanent position with a time base that is half-time or more
- Change to a Permanent-Intermittent (PI) position
  - Reminder: PIs are not eligible for the reimbursement accounts
Loss of Eligibility Procedure

• A 701R must be completed to cancel an employee’s enrollment
  – Employee may complete the 701R and submit to the personnel office for processing
  – Cancellation may be processed administratively by personnel offices
    • The personnel office is responsible for notifying the employee when an administrative FlexElect cancellation is done
MRAs and COBRA

- MRAs are eligible plans to be continued for the duration of the plan year under COBRA
  - DCRAs are not considered a benefit eligible for COBRA

- Eligibility
  - Employee loses eligibility to continue to incur claims as of the date they lose active pay status
  - Employee may continue their monthly contributions up to the end of the current plan year to maintain eligibility
  - If not, any remaining funds are forfeited
Appeals Process

• CalHR will review appeals submitted by personnel offices on a case by case basis in the event of an administrative error.

Email
flexselect@calhr.ca.gov

Fax
(855) 629-7814