



Assurant Health and Welfare Plan

2022 Summary Plan Description



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Getting to Know Your Assurant Benefits

Quality, Protection, Value

Your compensation is much more than your paycheck. There also is an enormous value to the benefits Assurant provides. In fact, company-provided benefits are often called the “hidden paycheck.” And just as we all decide for ourselves how to spend our cash compensation, we all have different priorities when it comes to our company-provided benefits.

Assurant’s range of benefit plans gives you and your family protection and flexibility in setting your benefit priorities.

Our health care plan helps you preserve your good health and helps cover the cost of your medical care if you’re ill or injured. Other benefit plans ensure that a portion of your income is protected if you’re sick or *disabled* and that your family is protected financially if you die.

Assurant believes we should work together to get the best value for our benefit dollars. The company currently provides certain benefits at no cost to you. The company also shares in the cost of some of the optional benefits available. By working together, we can make the most of our benefits and Assurant also can continue to provide you with market-competitive benefits.

Defined terms are in italics and their definitions are found in the Glossary.

Disclaimers

While the company intends to continue these benefits, it reserves the right to change or terminate them in its sole discretion, at any time. In the event of any discrepancy between the information contained in this SPD and the Plan document, the Plan document will control. If you have questions about the benefits offered by Assurant, contact the People Experience Center at 1-866-324-6513 or via email at MyHR@assurant.com.

Assurant Health and Welfare Plan

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Employee Eligibility

You're eligible to participate in the Assurant Health and Welfare Plan if you're classified by Assurant as:

- An active, full-time employee.
- An active, part-time employee regularly scheduled to work at least 20 hours per week.
- A temporary employee who is not a seasonal employee and who is on Assurant's payroll and is regularly scheduled to work at least 30 hours per week.

You're not eligible to participate if you're:

- An employee of a leasing agency.
- An independent contractor.
- A seasonal employee working annually in a position of limited duration not to exceed five months; or
- An employee who is not on the U.S. payroll.

Assurant's classification of a person as an employee or non-employee is conclusive and binding for purposes for benefit eligibility. If, for any reason, a person is reclassified from a non-employee to an employee, that person will not be retroactively eligible for benefits. Instead, benefit eligibility will begin prospectively from the date the reclassification is made.

Eligible Dependents

You can enroll your eligible dependents in the health, dental and vision coverage, and Dependent Life Insurance. A person cannot be covered under the Plan as both an employee and a dependent. Further if you and your *spouse/domestic partner* are both employees, only one of you can cover any eligible children. Eligible dependents include:

For Health, Dental and Vision Coverage:

- Your lawful *spouse* or domestic partner (as defined below):
- Your children, until the last day of the month in which they turn age 26.
- Your children who are mentally or physically *disabled* and totally dependent upon you for support past age 26.¹
- Any child who meets the definition of an eligible dependent and for whom you're required to provide health coverage as the result of a *qualified medical child support order* and
- Children (for example grandchildren claimed as dependents on your federal tax return) through the end of the month in which they turn age 26 who:
 - Receive more than half of their support from you and/or your *spouse* or domestic partner.
 - Have your home as their principal residence and
 - Are your or your *spouse's*/domestic partner's legal ward.
- Eligible children include your own and your *spouse's*/domestic partner's biological and adopted children (including children placed for adoption and children born through a surrogacy arrangement).

For Dependent Life Insurance:

- Your lawful *spouse* or domestic partner; and
- Your, your *spouse's*/domestic partner's unmarried children from live birth to age 19, or less than age 26 if a *full-time student*.
- Children include any biological or adopted children, stepchildren and foster children, each of whom must depend on you or your *spouse/domestic partner* for support and maintenance. A child will be

¹ Certification of disability must be submitted to Anthem no later than 31 days after the date your child reaches age 26 and may be required periodically. You can request a certification form from the People Experience Center at 866-324-6513 or MyHR@assurant.com.

considered adopted on the date of placement in your home. Children also include any children for whom you or your *spouse/domestic partner* are the legal guardian, who reside with you on a permanent basis and depend on you or your *spouse/domestic partner* for support and maintenance.

Domestic Partner

The definition of a domestic partner varies slightly depending on the benefit plan as outlined below.

	Health, Dental and Vision Plans	Dependent Life Insurance	Business Travel Accident Insurance
Affirm that the consent of either domestic partner to the domestic partnership relationship has not been obtained by force, duress, or fraud	✓		
Be each other's sole spousal equivalent and intend to continue the relationship indefinitely	✓	✓	✓
Not be related by blood or be closer in relation than allowed for marriage under law in your state of residence	✓	✓	✓
Be at least 18 years of age	✓	✓	✓
Be jointly committed to each other's welfare and basic living expenses	✓	✓	✓
Have dissolved any prior marriages	✓	✓	✓
You and your domestic partner have a committed relationship of mutual caring which has existed for at least six months or meet the requirements and have registered as domestic partners, if the controlling governmental authority provides for such registration		✓	
You and your domestic partner each have power of attorney for each other		✓	
At least six months have elapsed since similar coverage was terminated on a previously insured domestic partner, if any, unless the previous domestic partner has died		✓	
Shares your permanent residence			
Has resided with you continuously for at least one year and is expected to reside with you indefinitely			
Is not legally married to any other person			✓

Tax treatment of coverage for domestic partners varies by state. Some states follow federal law and tax the value of domestic partner coverage, some exclude this value from wages and others allow you to deduct the value on your state income tax return.

To receive special state income tax treatment, you must send a request in writing to the People Experience Center.

Social Security Number Requirement

To comply with the *Medicare* Secondary Payer Act and employer reporting of health coverage, Assurant requires that you provide the Social Security number of any dependent you enroll under the Health Plan within 60 days of enrollment. If you enroll a newborn, you'll have six months from the date of enrollment to provide the baby's Social Security Number to the People Experience Center.

Proof of Eligibility

If you elect coverage for your dependents under the health or dental plan, you'll be required to verify your dependents' eligibility. After your enrollment, you'll receive a mailing at your home address from Mercer, the benefits eligibility vendor that Assurant's working with to administer this process. Please read the materials you receive carefully and return all requested documents by the deadline indicated in the letter. If you don't provide the required documentation by the deadline, your dependents will be removed from all Health & Welfare plan coverage. If you fail to provide such proof, if we determine that you have enrolled someone who does not meet the eligibility criteria or if you fail to notify us of a change in your dependent's eligibility status, you may be:

- Responsible for any claims, expenses, reimbursements or other costs paid during the period of ineligibility and
- Subject to disciplinary action up to and including termination of employment.

Submission of a false claim for benefits (or benefit eligibility) could be a federal crime.

Electing Coverage and Effective Dates

Initial Eligibility Period

You have eight calendar days from your hire date or the date you become a benefits-eligible employee to enroll in your Health and Welfare benefits - this is called your initial eligibility period. If you do not enroll during your initial eligibility period, you'll be defaulted into the benefits outlined below. You'll not be able to change your health, dental, vision and Flexible Spending Account elections during the calendar year unless you experience a [qualified life event](#) and report it through MyHR within 30 days.

Default Benefits	
Health Plan - You'll be enrolled in the Orange health plan option at the Employee-only coverage level.	You'll not be eligible for the Tobacco-Free Health Credit regardless of your use of tobacco products.
Basic Life Insurance (1 x <i>plan pay</i>)	Assurant pays 100% of the cost
Basic Accidental Death and Dismemberment Insurance (1 x <i>plan pay</i>)	
Short-Term Disability	
Long-Term Disability (Core option)	
Business Travel Accident Insurance (5 x <i>plan pay</i>)	
Employee Assistance Program (EAP), Back-Up Care and Live Well wellbeing program	

Generally, the effective date of your benefits is the later of your hire date or the date you become a benefits-eligible employee. Short-Term Disability and Long-Term Disability have a 90-day waiting period.

Employees of a leasing agency and independent contractors are not our employees yet, so they are not eligible for benefits until such time as they are hired as employees of Assurant. Their prior service as an employee of a leasing agency or as an independent contractor will not count toward satisfying the eligibility period, nor will prior employment periods for employees rehired after a 30-day break in service. Continuous service for temporary employees is counted toward satisfying the eligibility period.

If you're not actively at work on the day your Basic Life, Basic AD&D and Long-Term Disability insurance would otherwise be effective, insurance will not take effect until you return to active work.

Additional Benefits	
Health Plan	Coverage is available for you and your eligible dependents under the Blue, Green and Orange health plans. You and Assurant share in the cost of your health plan benefits.
Health Reimbursement Account (HRA)	Assurant contributes to your HRA if you enroll in the Blue health plan.
Health Savings Account (HSA)	Assurant contributes to your HSA if you enroll in the Green or Orange health plan. You can also make contributions.
Flexible Spending Account (FSAs)	You can pay for eligible health care and dependent day care expenses with pre-tax money when you contribute to your FSA.
Dental Plan	Coverage is available for you and your eligible dependents. You and Assurant share in the cost of dental coverage.
Vision Plan	Coverage is available for you and your eligible dependents. You pay the <i>premium</i> through a pre-tax deduction from your paycheck.
Long-Term Disability (Buy-up Option)	You pay the <i>premium</i>
Supplemental Life (1 - 8 x plan pay)	You pay the <i>premium</i>
Dependent Life	You pay the <i>premium</i>
Supplemental AD&D (1 - 8 x plan pay)	You pay the <i>premium</i>
Legal Assistance Plan	You pay the <i>premium</i> . This benefit provides legal assistance for a variety of legal and financial matters, including access to professional attorneys, financial counselors and other resources.

If you have medical coverage from another source (e.g., spouse's employer), you can waive health plan coverage through Assurant. Health, dental and vision plan coverage for you and your eligible dependents is effective on the date you become eligible. The Health Savings Account (HSA) is effective on the first of the month coincident with or following the date your Green or Orange health plan coverage is effective. Assurant contributes to your HSA as soon as administratively possible after your HSA is effective. If you're hired in December, Assurant will deposit the annual contribution to your HSA in late January for the following year.

Capping your Basic Life Insurance coverage at \$50,000 is effective as of the date you make the election. Supplemental Life, Supplemental AD&D and Dependent Life insurance are effective on the later of:

- The date you make the election; and
- The date MetLife accepts your *Statement of Health (SOH)*, if required.

If you're not actively at work on the day your Supplemental Life, Supplemental AD&D and Dependent Life insurance would otherwise be effective, insurance will not take effect until you return to active work. Dependent Life Insurance does not take effect until your insurance under this policy becomes effective. If your dependent is in a *hospital* or similar facility on the day his/her insurance would otherwise take effect, it will not take effect until the day after the dependent leaves the *hospital* or similar facility. This exception does not apply to a child born while dependent insurance is in effect.

Your participation in the Health Care and/or Dependent Day Care Flexible Spending Account is effective on the first day of the pay period in which your first deduction is withheld from your pay.

Mid-year Changes

The Internal Revenue Service (IRS) limits the changes you can make during the year to a benefit plan that is paid for with pre-tax *premiums*. This means that you can only make changes to your health, dental, vision, and Flexible Spending Account elections during the year (outside of Open Enrollment) if you experience a qualified life event or if you qualify for special enrollment rights under the Health Insurance Portability and Accountability Act of 1996.

Qualified Life Events

A qualified life event is a change in your life that changes your need for benefit coverage. The following are examples of qualified life events:

Change in Marital Status

- Change in dependent status, such as:
 - Birth, adoption or placement for adoption, or birth of a child from a surrogacy arrangement.
 - Becoming a foster parent/legal guardian.
 - Death of a dependent.
 - Loss of dependent eligibility due to the attainment of age 26 or a divorce/termination of a domestic partnership.
 - Dependent becomes eligible for coverage under the Assurant Plan in his/her own right.
- Significant change in your or your *spouse's*/domestic partner's/dependent's employment status that affects your or his or her eligibility for coverage, such as:
 - Termination of employment.
 - Change in worksite or hours.
 - Switch to or from part-time and full-time employment.
 - Commencement or return from an unpaid Family and Medical Leave (FML).
- Significant change in coverage under another plan, such as:
 - Eligibility for *Medicare* or Medicaid.
 - Loss of eligibility for *Medicare* or Medicaid.
 - Exhaustion of COBRA coverage from another employer (does not include termination of COBRA coverage for the failure to pay required *premiums*).
 - Certain judgments or orders regarding coverage for a dependent child (e.g., a *Qualified Medical Child Support Order (QMCSO)*).

Limitations

- The change you request must be consistent with the [qualified life event](#). This means that the event must affect eligibility for coverage and the requested change must correspond to the event.
- You must submit a request to change your benefits within 30 calendar days of the event in MyHR.
- You cannot reduce your Health Care FSA contributions to an amount that is less than the amount you've

already received in reimbursements.

- You can submit for reimbursements only those expenses incurred while you and/or your dependents are participating in the Plan. For example, if you get married on June 1 and enroll in a FSA on June 15, only the expenses you or your *spouse* incurs on or after June 15 are eligible for reimbursement.
- If you lose benefit eligibility and then regain it in less than 31 days (e.g., you're rehired) and within the same calendar year, you'll step back into your previous elections.
- If you lose benefit eligibility for 31 days or more or you regain eligibility in the following calendar year, you must make new coverage elections.
- If you and/or your dependents are covered under another employer's medical plan, you cannot make changes to your Health Care FSA because of changes to the cost or coverage under the other employer's plan.

The *Plan Administrator* will have final discretion to determine whether the requirements of this section are met.

Effective Date

In general, the effective date of coverage added due to a [qualified life event](#) is the later of:

- The date of the life event
- The date MetLife accepts your *Statement of Health*, if required.
- The date Lincoln Financial accepts your evidence of insurability, if required.

If you terminate coverage under the Assurant Plans due to a [qualified life event](#), health, dental and vision coverage will cease at the end of the month in which the [qualified life event](#) occurs. Participation in the Health Care and Dependent Day Care Flexible Spending Accounts will terminate at the end of the last pay period for which the last deduction is withheld.

If you want to make a change to your benefit elections due to experiencing a [qualified life event](#), submit the life event form in MyHR within 30 days of the event. You'll not be able to make any changes to your benefit elections if your request is not submitted on a timely basis. Contact the People Experience Center at 1-866-324-6513 or by email to MyHR@assurant.com for assistance.

HIPAA Special Enrollments Rights

If you decline enrollment for yourself or your dependents (including your spouse/domestic partner) because you have other health coverage, you may in the future be able to enroll yourself or your dependents in Assurant's health plan, if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents' other coverage). However, you must request enrollment in Assurant's health plan within 30 days after you or your dependent's other coverage ends (or after the employer stops its contribution toward the other coverage).

Election changes are typically effective on the date that you submit a completed Life Event Form within 30 days. In no event will coverage become effective prior to the date of the event.

You and your dependents also may enroll under two additional circumstances:

- You or your dependent's Medicaid or Children's Health Insurance Program (CHIP) coverage is terminated as a result of loss of eligibility; or
- You or your dependent becomes eligible for a subsidy (state premium assistance program).

You or your dependent must request special enrollment rights within 60 days of the loss of Medicaid/CHIP or eligibility for a subsidy.

For special enrollment rights for CHIP or Medicaid, you must submit a Life Event Form to enroll in coverage under the health plan and/or change your health plan election (e.g., from single coverage to family) within 60 days from the date:

- The coverage terminates under the Medicaid or CHIP plan; or
- You and/or your dependent child is determined eligible for state premium assistance.

Report the life event through MyHR. You can contact the People Experience Center at 1-866-324-6513 or MyHR@assurant.com for assistance.

Open Enrollment

Each fall you'll have the opportunity to make changes to your benefit elections during Open Enrollment. You can change health plan option (e.g., switch from the Blue health plan to the Green health plan) or coverage tier (e.g., move from Family coverage to Employee + Spouse coverage). You must make an active election to waive or participate in a health plan for the following calendar year; all of your elections do not carry over from year to year.

If you fail to make a health plan election by the deadline, you'll be defaulted into your current coverage including the Tobacco-Free Health Credit if applied the previous year. You'll not be able to change your coverage until the next Open Enrollment period unless you experience a **qualified life event** and report it through MyHR within 30 days.

You must make an active election to participate in the Health Care and Dependent Day Care Flexible Spending Accounts and the Health Savings Account (HSA). Your contributions will end at the end of the current year, if you don't elect to participate.

While current dental, vision, Life and AD&D Insurance elections will continue into the next year unless you make a change, Open Enrollment is the time to re-evaluate all of your coverage needs. It's also a great time to review your beneficiary designations to make sure they reflect any changes that occurred during the year.

Any elections you make during Open Enrollment are effective January 1 of the following year except if you elect to increase Life or Dependent Life Insurance during the Open Enrollment period, your coverage is effective on the later of:

- January 1 of the following calendar year; and
- The date MetLife approves your or your dependent's *SOH*.

If you're not actively at work on the day your Basic Life, Supplemental Life and Dependent Life insurance would otherwise increase, the increase will not take effect until you return to active work.

Dependent Life insurance does not take effect until your insurance under this policy becomes effective. If your dependent is in a *hospital* or similar facility on the day his/her insurance would otherwise increase, it will not take effect until the day after the dependent leaves the *hospital* or similar facility. This exception does not apply to a child born while dependent insurance is in effect.

You and your dependents will be insured at current levels of coverage until *SOH* is received and approved by MetLife.

Newly eligible employees may elect the Long-term Disability (LTD) Buy-Up option for an additional 10% of coverage without providing evidence of insurability. Enrollment after thirty days of eligibility (late enrollment) or any future enrollment changes require evidence of insurability through MyHR. Amounts will not be effective until you submit evidence of insurability, and the insurer, Lincoln Financial, approves it. The LTD Buy-Up option coverage is subject to a Pre-Existing Condition Exclusion. "Pre-Existing Condition" means a condition resulting from an *injury* or sickness for which the covered person is diagnosed or received treatment within six months prior to the covered person's effective date of coverage. This policy will not cover any disability or partial disability:

- Which is caused or contributed to by, or results from, a Pre-Existing Condition; and
- Which begins in the first 12 months immediately after the covered person's effective date of coverage

Cost of Coverage

Assurant shares responsibility with you for the cost of your coverage.

Assurant pays the full cost of your Basic Life, Basic Accidental Death and Dismemberment, Business Travel Accident insurance, Long-Term Disability (Core option) insurance and Short-Term Disability coverage.

You and Assurant share the cost of health and dental coverage. For full-time employees working at least 35 hours per week, Assurant currently pays 80% of the cost of health plan coverage, on average, and approximately 50% of the cost of dental plan coverage. For part-time employees working between 20 - 34.99 hours per week, the company pays approximately 75% of the contribution made for full-time employees. Your portion of the cost is deducted from your pay on a pre-tax basis. Company contributions are determined by the *plan administrator* in its sole discretion.

If you elect coverage, you're responsible for the cost of vision plan insurance as well as the buy-up option of your Long-Term Disability insurance. Vision plan *premiums* are withheld from your pay on a pre-tax basis. Long-Term Disability plan *premiums* are withheld from your pay after tax. You're also responsible for the cost of Supplemental Life, Dependent Life and Supplemental AD&D Insurance and *premiums* are withheld from your pay on an after-tax basis.

Supplemental Life and Supplemental AD&D Insurance are based on *plan pay*. The amount of insurance and the cost may change throughout the year if:

- Your base salary changes.
- You change the amount of your coverage; and
- You move from one age bracket to another. (Supplemental Life Insurance only).

Your *plan pay* also includes your target Short-Term Incentive Plan (STIP) bonus, sales bonuses, commissions.

Your cost for benefits, the company contribution to the Health Reimbursement Account or Health Savings Account and wellbeing rewards available for the current calendar year can be found at [MyAssurantBenefits.com](https://myassurantbenefits.com).

Tax Information

The health, dental and vision plans, Flexible Spending Accounts and the Health Savings Accounts are pre-tax benefits. This means that the *premiums* or contributions are deducted from your pay before your federal income and FICA (Social Security and *Medicare*) taxes are calculated. Pre-tax benefit deductions reduce the amount you pay in taxes. This also may mean that your Social Security benefits at retirement, death or disability may be reduced. Whether your Social Security benefit will actually be lower depends on several factors, such as your current age, your earnings before participating in the plans and future pay levels.

Non-tax-qualified Dependents

The IRS does not allow employees to pay for benefit coverage for their non-tax-qualified dependents (e.g., domestic partners and their dependents) on a pre-tax basis. Therefore, health, dental and vision plan *premiums* for non-tax-qualified dependents will be withheld from your pay on an after-tax basis. The portion of the *premium* that represents coverage for you and any tax-qualified dependents will be withheld on a pre-tax basis.

In addition, Assurant's contribution toward the cost of health and dental plan coverage for non-tax-qualified dependents must be included in your taxable income. This amount, also known as imputed income, will be included in your annual gross income for federal tax purposes and shown on your Form W-2.

Imputed Income

The IRS requires that the cost of your Basic Life Insurance in excess of \$50,000 be included in your annual gross income. Federal income tax and FICA tax will be deducted. It also is reported on your Form W-2.

Assurant also provides Short and Long-Term Disability (Core Option) coverage at no cost to you. The *premiums* Assurant pays for Short-Term Disability are not added to your taxable income and you'll only be taxed on the benefit when you use it. The *premiums* Assurant pays for Long-Term Disability are added to your taxable income. While there might be a slight reduction in your net pay to cover the applicable taxes on these *premiums*, any Long-Term Disability benefits you receive will be exempt from federal income and FICA taxes.

When Coverage Ends

The following outlines when health, dental and vision coverage ends for you and your dependents. You may be able to continue health, dental and vision coverage (and your participation in a Health Care Flexible Spending Account) after coverage ends through [COBRA](#).

Please refer to When Coverage Ends under each section to learn when other benefits end.

When Your Coverage Ends

Health, dental and vision coverage ends on the last day of the month in which the first of the following events occurs:

- Your employment terminates or you retire.
- You're no longer in an eligible class (for example, your work schedule changes to less than 20 hours a week).
- You terminate coverage due to a life event.
- You fail to make required *premium* payments on time.
- A benefit option is discontinued or is changed to end coverage for a class of employees; or
- The Plan is terminated.

If you elect to terminate coverage during the Open Enrollment period, your coverage will end on Dec. 31 of that same year. In the case of a divestiture of a business or a part of a business, coverage will end on the date the transaction closes.

When Dependent Coverage Ends

Health, dental and vision coverage for your dependents ends on the earliest of the following:

- The date your coverage ends.
- The end of the month in which your *spouse/domestic partner* no longer meets the definition of an [eligible dependent](#).
- The end of the month in which your dependent child no longer meets the definition of an [eligible dependent](#).
- The date determined by the *plan administrator* if you do not verify that a dependent is eligible in accordance with a dependent audit.
- The date a dependent becomes covered as a dependent under another employee's coverage.
- The date a dependent becomes eligible for coverage as an employee.

Coverage for your dependents will end on Dec. 31 of the calendar year in which you elect to terminate their coverage during the Open Enrollment period. In the case of a divestiture of a business or a part of a business, coverage will end on the date the transaction closes.

Health, dental, vision and Dependent Life Insurance will continue for your dependents each year unless you choose to terminate their coverage during Open Enrollment.

Rescission of Coverage

The Plan may request documentation at any time and cancel your or your dependents' coverage retroactively if it is determined that you or your dependents are involved in fraud or made an intentional misrepresentation of a material fact in seeking coverage for benefits under the Plan. If coverage is canceled retroactively under these circumstances, you'll receive a 31-day advance notice of the cancellation and an opportunity to *appeal* the decision under the Plan's claims and *appeal* procedures.

The Plan also reserves the right to cancel coverage retroactively in other situations that arise in the normal course of plan operations such as discovery of an error, failure to pay required *premiums*, failure to notify the Plan of a divorce or failure to provide required eligibility documentation. In these situations, 31-day advance notice and opportunity to *appeal* are not required.

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Assurant Health Plan

Assurant offers you the choice of three health plan options - Blue, Green and Orange, administered by Anthem Blue Cross and Blue Shield (Anthem). If you have medical coverage elsewhere (e.g., through a spouse's employer), you can waive health plan coverage through Assurant. Health plans provide coverage for a wide range of medical expenses with different deductibles, *coinsurance* and *out-of-pocket maximums*. Health plans also provide you and your family with free in-network preventive care and free generic preventive *prescription drugs*.

Coverage for outpatient *prescription drugs* is administered by CVS Caremark. CVS Caremark is one of the largest *providers* of pharmacy benefits with more than 68,000 participating retail pharmacies nationwide. Most major drug chains and many small, independent pharmacies are part of the CVS Caremark network. They also provide mail order service for maintenance medications.

Employee Assistance Plan (EAP) services are provided by New Directions *Behavioral Health*. The EAP is offered to you and your enrolled dependents at no cost to you.

The wellbeing program, Live Well, family-friendly benefits and the EAP are made available to all benefits-eligible employees at no cost. You do not need to enroll in an Assurant health plan to take advantage of these benefits.

Consolidated Appropriations Act Of 2021 Notice

Consolidated Appropriations Act of 2021 (CAA)

The Consolidated Appropriations Act of 2021 (CAA) is a Federal law that includes the No Surprises Billing Act as well as the *provider* transparency requirements that are described below.

Surprise Billing Claims

Surprise billing claims are claims that are subject to the No Surprises Billing Act requirements:

- *Emergency services* provided by *out-of-network providers*;
- *Covered services* provided by an *out-of-network provider* at a network facility; and
- *out-of-network air Ambulance Services*.

No Surprises Billing Act Requirements

Emergency Services

As required by the CAA, *emergency services* are covered under your Plan:

- Without the need for pre-certification;
- Whether the *provider* is *network or out-of-network*;

If the emergency services you receive are provided by an *out-of-network provider*, *covered services* will be processed at the network benefit level.

Note that if you receive *emergency services* from an *out-of-network provider*, your *out-of-pocket* costs will be limited to amounts that would apply if the covered services had been furnished by a *network provider*. However, *out-of-network* cost-shares (i.e., *copayments*, deductibles and/or *coinsurance*) will apply to your claim if the treating *out-of-network provider* determines you are stable, meaning you have been provided necessary Emergency Care such that your condition will not materially worsen and the *out-of-network provider* determines: (i) that you are able to travel to a Network Facility by non-emergency transport; (ii) the *out-of-network provider* complies with the notice and consent requirement; and (iii) you are in condition to receive the information and provide informed consent. If you continue to receive services from the *out-of-network provider* after you are stabilized, you will be responsible for the *out-of-network* cost-shares, and the *out-of-network provider* will also be able to charge you any difference between the *maximum allowed amount* and the *out-of-network provider's* billed charges.

Out-of-Network Services Provided at a Network Facility

When you receive *covered services* from an *out-of-network provider* at a network facility, your claims will be

paid at the *out-of-network* benefit level if the *out-of-network provider* gives you proper notice of its charges, and you give written consent to such charges. This means you will be responsible for *out-of-network* cost-shares for those services and the *out-of-network provider* can also charge you any difference between the *maximum allowed amount* and the *Out-of-Network Provider's* billed charges. This requirement does not apply to Ancillary Services. Ancillary Services are one of the following services: (A) *emergency services*; (B) anesthesiology; (C) pathology; (D) radiology; (E) neonatology; (F) diagnostic services; (G) assistant surgeons; (I) Hospitalists; (J) Intensivists; and (K) any services set out by the U.S. Department of Health & Human Services. In addition, Anthem will not apply this notice and consent process to you if Anthem does not have a *network provider* in your area who can perform the services you require.

out-of-network providers satisfy the notice and consent requirement as follows:

- By obtaining your written consent not later than 72 hours prior to the delivery of services; or
- If the notice and consent is given on the date of the service, if you make an appointment within 72 hours of the services being delivered.

Anthem is required to confirm the list of *network providers* in its provider directory every 90 days. If you can show that you received inaccurate information from Anthem that a provider was Network on a particular claim, then you will only be liable for Network cost shares (i.e., copayments, deductibles, and/or *coinsurance*) for that claim. Your network cost-shares will be calculated based upon the *maximum allowed amount*. In addition to your network cost-shares, the *out-of-network provider* can also charge you for the difference between the *maximum allowed amount* and their billed charges.

How Cost-Shares Are Calculated

Your cost shares for *emergency services* or for *covered services* received by an *out-of-network provider* at a network facility, will be calculated using the median plan network contract rate that we pay *network providers* for the geographic area where the *covered service* is provided. Any *out-of-Pocket* cost shares you pay to an *out-of-network provider* for either *emergency services* or for *covered services* provided by an *out-of-network provider* at a network facility will be applied to your network *out-of-pocket* limit.

Appeals

If you receive *emergency services* from an *out-of-network provider* or *covered services* from an *out-of-network provider* at a Network Facility and believe those services are covered by the No Surprise Billing Act, you have the right to appeal that claim. If your appeal of a Surprise Billing Claim is denied, then you have a right to *appeal* the adverse decision to an Independent Review Organization as set out in the **Your Right To Appeal** section of this Benefit Book.

Transparency Requirements

Anthem provides the following information on its [website](#):

- Protections with respect to *surprise billing claims* by providers;
- Estimates on what *out-of-network providers* may charge for a particular service;
- Information on contacting state and Federal agencies in case You believe a *provider* has violated the No Surprise Billing Act's requirements.

Upon request, Anthem will provide You with a paper copy of the type of information You request from the above list.

Anthem, either through its price comparison tool on [anthem.com] or through Member Services at the phone number on the back of your Identification Card, will allow you to get:

- *Cost sharing* information that You would be responsible for, for a service from a specific *network provider*;
- A list of all *network providers*;
- *Cost sharing* information on an *out-of-network provider's* services based on Anthem's reasonable estimate based on what Anthem would pay an *out-of-network provider* for the service.

In addition, Anthem will provide access through its website to the following information:

- Network negotiated rates;
- Historical *out-of-network* rates; and
- Drug pricing information.

Health Plan At-a-Glance

HEALTH PLAN OPTIONS	BLUE	GREEN	ORANGE
What the Plan pays			
In-network preventive care and generic preventive drugs	100%		
Annual Assurant contribution to HRA or HSA (individual/family) ²	\$400/\$800 to HRA	\$400/\$800 to HSA	\$400/\$800 to HSA
Medical Coverage			
• In-network services	80%	80%	90%
• Out-of-network services	60%	60%	70%
Lifetime Maximum Benefit		Unlimited ³	
What you pay			
Annual Deductible (individual/family) ²			
• In-network services	\$950/\$1,900 ⁴	\$1,700/\$3,400 ⁴	\$2,800/\$5,600 ⁵
• Out-of-network services	\$1,950/\$3,900 ⁴	\$2,700/\$5,400 ⁴	\$3,800/\$7,600 ⁵
Medical Coinsurance			
• In-network services	20%	20%	10%
• Out-of-network services	40%	40%	30%
Annual Out-of-Pocket Maximum, including deductible (individual/family) ²			
• In-network services	\$3,450/\$6,900 ⁶	\$4,200/\$8,400 ⁷	\$4,800/\$9,600 ⁷
• Out-of-network services	\$6,450/\$12,900	\$7,200/\$14,400	\$7,800/\$15,600

Prescription Drug Plan	Retail (30-day supply) ⁸			Mail order prescriptions or retail maintenance prescriptions at a CVS pharmacy (90-day supply)		
	Coinsurance	Minimum per prescription	Maximum per prescription	Coinsurance	Minimum per prescription	Maximum per prescription
Generic ⁹	50%	\$0	\$50	50%	\$0	\$125
Preferred brand	50%	\$10	\$75	50%	\$20	\$150
Non-preferred brand	50%	\$40	\$100	50%	\$80	\$200

² "Family" includes Employee & Spouse/Domestic Partner, Employee & Child(ren) and Employee & Family.

³ Certain benefits are limited either on an annual or lifetime basis as outlined in the [Maximum Benefits](#) section below.

⁴ If you elect Family coverage under the Blue or Green health plan, there is no individual deductible. This means that the entire Family deductible must be met before benefits begin for any covered family member (except for preventive care benefits and generic preventive prescription drugs). Any combination of you and /or one or more dependents can incur expenses to meet the family deductible.

⁵ If you elect Family coverage under the Orange health plan, each family member has an individual deductible amount equal to the deductible for Employee-only coverage. Once a family member satisfies the individual deductible, the Plan will begin to pay *coinsurance* for that family member's eligible non-preventive expenses. The family member does not need to wait for the family deductible to be satisfied. Once the family's combined expenses reach the family deductible, the Plan will begin to pay *coinsurance* for all covered family members' eligible non-preventive expenses for the remainder of the calendar year.

⁶ If you elect Family coverage under the Blue health plan, there is no individual *out-of-pocket maximum*. This means that the entire Family *out-of-pocket maximum* must be met before the Plan begins to pay 100% for any covered family member (except for preventive care benefits and generic preventive prescription drugs). Any combination of you and /or one or more dependents can incur expenses to meet the family *out-of-pocket maximum*.

⁷ If you elect Family coverage under the Green or Orange health plan, each family member has an individual *out-of-pocket maximum* amount equal to the *out-of-pocket maximum* for Employee-only coverage. Once a family member satisfies the individual *out-of-pocket maximum*, the Plan will begin to pay 100% for that family member's eligible medical expenses. The family member does not need to wait for the family *out-of-pocket maximum* to be satisfied. Once the family's combined expenses reach the family *out-of-pocket maximum*, the Plan will begin to pay 100% for all covered family members' eligible expenses for the remainder of the calendar year.

⁸ Caremark periodically reviews their formulary and prior authorization requirements. Certain formulary medications may be excluded from coverage from time to time and impacted members will be notified. Specialty medications are limited to a 30 day-supply.

⁹ Generic preventive prescriptions are covered at 100%. Brand name preventive prescriptions are not subject to the Plan's deductible. All non-preventive prescriptions are subject to the Plan's deductible.

SCHEDULE OF BENEFITS

The *maximum allowed amount* is the amount the *claims administrator* will reimburse for services and supplies which meet its definition of *covered services*, as long as such services and supplies are not excluded under the member's plan; are *medically necessary*; and are provided in accordance with the member's plan. See the [Definitions and Claims Payment](#) sections for more information. Under certain circumstances, if the *claims administrator* pays the healthcare *provider* amounts that are Your responsibility, such as deductibles, copayments or *coinsurance*, the *claims administrator* may collect such amounts directly from you. You agree that the *claims administrator* has the right to collect such amounts from you.

To get the highest benefits at the lowest out-of-pocket cost you must get *covered services* from a *network provider*. Benefits for *covered services* are based on the *maximum allowed amount*, which is the most the Plan will allow for a *covered service*. Except for *surprise billing claims*, when You use an *out-of-network provider* You may have to pay the difference between the *out-of-network provider's* billed charge and the *maximum allowed amount* in addition to any *coinsurance*, copayments, deductibles, and non-covered charges. This amount can be substantial. Please read the [Claims Payment](#) section for more details.

Deductibles, *coinsurance*, and benefit period maximums are calculated based upon the *maximum allowed amount*, not the *provider's* billed charges.

As described in the [Consolidated Appropriations Act of 2021 Notice](#), *out-of-network providers* may only bill you for any applicable copayments, deductible and coinsurance and may not bill You for any charges over the Plan's *maximum allowed amount* until the treating *out-of-network provider* has determined you are stable.

How the Health Plan Works

Network-based Benefits

The Assurant Health Plan uses a network of health care *providers* and facilities managed by Anthem Blue Cross and Blue Shield. These *network providers* have agreed to provide health care services and supplies at reduced fees. As shown on the chart, Health Plan At-a-Glance, the *Plan* pays higher benefits for covered medical expenses when you use Anthem *network providers*.

Some services and supplies such as *bariatric surgery (weight loss surgery)* may only be covered when you use a Blue Distinction *center of Medical excellence*.

You also can use licensed *providers, hospitals* and *medical facilities* outside Anthem's network. However, your *out-of-pocket* expenses will generally be higher when you use *out-of-network providers*. If you use an *out-of-network provider*, eligible health care expenses will be reimbursed based on the *maximum allowed amount*.

All *covered services* must be *medically necessary*, and coverage or certification of services that are not *medically necessary* may be denied.

The Preferred *provider Organization (PPO)* Plan is for all members except residents of DC/Maryland/Northern Virginia, Florida, Georgia, Missouri, and Wisconsin. Members residing in those states are part of a Point of Service (POS) Plan and must use the appropriate POS *Network provider* in their respective states to receive network benefits. If you are a member from DC/Maryland/Northern Virginia, Florida, Georgia, Missouri, or Wisconsin and you need care when outside your home state, please log in to [anthem.com](#) to chat with a representative or call the Member Services number on your ID card to locate participating *providers*. Anthem Blue Cross and Blue Shield has been designated by Assurant to provide administrative services for the Employer's Group Health Plan, such as claims processing, care management, and other services, and to arrange for a network of health care *providers* whose services are covered by the Plan.

Network Services

When you use a *network provider* or get care as part of an *authorized service*, *covered services* will be covered at the Network level. Regardless of *medical necessity*, benefits will be denied for care that is not a *covered service*. The Plan has the final authority to decide the *medical necessity* of the service. If you receive *covered services* from an *out-of-network provider* after we failed to provide you with accurate information in our *provider Directory* at www.anthem.com, or after we failed to respond to your telephone or web-based inquiry within the time required by Federal law, *covered services* will be *covered* at the network level.

Maximum Allowed Amount

General

This section describes how Anthem determines the amount of reimbursement for *covered services*. Reimbursement for services rendered by *network providers* and *out-of-network providers* is based on this *maximum allowed amount* for the *covered service* that you receive. Please see the “Inter-Plan Arrangements” section for additional information.

The *maximum allowed amount* is the maximum amount of reimbursement Anthem will allow for services and supplies:

- that meet the Plan’s definition of *covered services*, to the extent such services and supplies are covered under the Plan and are not excluded;
- that are *medically necessary*; and
- that are provided in accordance with all applicable preauthorization, utilization management or other requirements set forth in the Plan.

You will be required to pay a portion of the *maximum allowed amount* to the extent you have not met your *deductible* or *coinsurance*. Except for *surprise billing claims**, when you receive *covered services* from an *out-of-network provider*, you may be responsible for paying any difference between the *maximum allowed amount* and the *provider’s* actual charges. This amount can be significant.

**Surprise billing claims* are described in the [Consolidated Appropriations Act of 2021 Notice Section](#). Please refer to that section for further details.

When you receive *covered services* from a *provider*, Anthem will, to the extent applicable, apply claim processing rules to the claim submitted for those services. These rules evaluate the claim information and, among other things, determine the accuracy and appropriateness of the procedure and diagnosis codes included in the claim. Applying these rules may affect Anthem’s determination of the *maximum allowed amount*. Anthem’s application of these rules does not mean that the *covered services* you received were not *medically necessary*. It means Anthem has determined that the claim was submitted inconsistent with procedure coding rules and/or reimbursement policies. For example, your *provider* may have submitted the claim using several procedure codes when there is a single procedure code that includes all of the procedures that were performed. When this occurs, the *maximum allowed amount* will be based on the single procedure code rather than a separate *maximum allowed amount* for each billed code.

Likewise, when multiple procedures are performed on the same day by the same physician or other healthcare professional, the Plan may reduce the *maximum allowed amount* for those secondary and subsequent procedures because reimbursement at 100% of the *maximum allowed amount* for those procedures would represent duplicative payment for components of the primary procedure that may be considered incidental or inclusive.

Provider Network Status

The *maximum allowed amount* may vary depending upon whether the *provider* is a *network provider* or an *out-of-network provider*.

For *covered services* performed by a *network provider*, the *maximum allowed amount* for this Plan is the rate the *provider* has agreed with Anthem to accept as reimbursement for the *covered services*. Because *network providers* have agreed to accept the *maximum allowed amount* as payment in full for those *covered services*, they should not send you a bill or collect for amounts above the *maximum allowed amount*. However, you may receive a bill or be asked to pay all or a portion of the *maximum allowed amount* to the extent you have not met your *deductible* or *coinsurance*. Please call Member Services for help in finding a *network provider* or visit www.anthem.com.

Providers who have not signed any contract with Anthem and are not in any of the *claims administrator's* networks are *out-of-network providers*, subject to Blue Cross Blue Shield Association rules governing claims filed by certain ancillary *providers*.

For *covered services* you receive from an *out-of-network provider*, the *maximum allowed amount* for this Plan will be one of the following as determined by Anthem:

1. An amount based on the *claims administrator's out-of-network provider* fee schedule/rate, which Anthem has established at its' discretion, and which Anthem reserves the right to modify from time to time, after considering one or more of the following: reimbursement amounts accepted by like/similar *providers* contracted with Anthem, reimbursement amounts paid by the Centers for Medicare and Medicaid Services for the same services or supplies, and other industry cost, reimbursement and utilization data; or
2. An amount based on reimbursement or cost information from the Centers for Medicare and Medicaid Services ("CMS"). When basing the *maximum allowed amount* upon the level or method of reimbursement used by CMS, Anthem will update such information, which is unadjusted for geographic locality, no less than annually; or
3. An amount based on information provided by a third party vendor, which may reflect one or more of the following factors: (1) the complexity or severity of treatment; (2) level of skill and experience required for the treatment; or (3) comparable *provider's* fees and costs to deliver care; or
4. An amount negotiated by Anthem or a third party vendor which has been agreed to by the *provider*. This may include rates for services coordinated through case management; or
5. An amount based on or derived from the total charges billed by the *out-of-network provider*.

Providers who are not *network providers* under the Assurant Health Plan, but contracted for other products with Anthem are also considered *out-of-network providers*. The *maximum allowed amount* for services from these *providers* will be one of the five methods shown above.

For *covered services* rendered outside Anthem's Service Area by *out-of-network providers*, claims may be priced using the local Blue Cross Blue Shield plan's non-participating *provider* fee schedule/rate or the pricing arrangements required by applicable state or Federal law. In certain situations, the *maximum allowed amount* for out of area claims may be based on billed charges, the pricing the Plan would use if the healthcare services had been obtained within Anthem's Service Area, or a special negotiated price.

Unlike *network providers*, *out-of-network providers* may send you a bill and collect for the amount of the *provider's* charge that exceeds the Plan's *maximum allowed amount*. You are responsible for paying the difference between the *maximum allowed amount* and the amount the *provider* charges. This amount can be significant. Choosing a *network provider* will likely result in lower *out-of-pocket* costs to you. Please call Member Services for help in finding a *network provider* or visit Anthem's website at www.anthem.com.

Member Services is also available to assist you in determining this Plan's *maximum allowed amount* for a particular service from an *out-of-network provider*. In order for Anthem to assist you, you will need to obtain from your *provider* the specific procedure code(s) and diagnosis code(s) for the services the *provider* will render. You will also need to know the *provider's* charges to calculate your *out-of-pocket* responsibility. Although Member Services can assist you with this pre-service information, the final *maximum allowed*

amount for your claim will be based on the actual claim submitted by the *provider*.

Member Cost Share

For certain *covered services* and depending on your plan design, you may be required to pay a part of the *maximum allowed amount* as your cost share amount (for example, *deductible*, and/or *coinsurance*).

Your cost share amount and *out-of-pocket* limits may vary depending on whether you received services from a *network provider* or *out-of-network provider*. Specifically, you may be required to pay higher cost sharing amounts or may have limits on your benefits when using *out-of-network providers*. Please see the Health Plan at a Glance in this Summary Plan Description for your cost share responsibilities and limitations, or call Member Services to learn how this Plan's benefits or cost share amounts may vary by the type of *provider* you use.

The Plan will not provide any reimbursement for *non-covered services*. You may be responsible for the total amount billed by your *provider* for *non-covered services*, regardless of whether such services are performed by a *network provider* or *out-of-network provider*. *Non-covered services* include services specifically excluded from coverage by the terms of this Summary Plan Description and services received after benefits have been exhausted. Benefits may be exhausted by exceeding, for example, benefit caps or day/visit limits.

Authorized Services

In some circumstances, such as where there is no *network provider* available for the *covered service*, the Plan may authorize the Network cost share amounts (Deductible, copayment and/or coinsurance) to apply to a claim for a *covered service* you receive from an *out-of-network provider*. In such circumstance, you must contact the claims administrator in advance of obtaining the *covered service*. The Plan also may authorize the network cost share amounts to apply to a claim for covered services if you receive emergency services from an *out-of-network provider* and are not able to contact the claims administrator until after the *covered service* is rendered. If the Plan authorizes a Network cost share amount to apply to a *covered service* received from an *out-of-network provider*, you also may still be liable for the difference between the *maximum allowed amount* and the *out-of-network provider's* charge unless your claim involves a *surprise billing claim*. Please contact Member Services for Authorized Services information or to request authorization.

How to Find a Provider in the Network

There are three ways you can find out if a *provider* or facility is in the Anthem network. You can also find out where they are located and details about their license or training.

- See Anthem's directory of *network providers* at [anthem.com](https://www.anthem.com), which lists the doctors, *providers*, and facilities that participate in the network.
- Call Customer Service to ask for a list of doctors and *providers* that participate in the network, based on specialty and geographic area.
- Check with your doctor or *provider*.

If you need details about a *provider's* license or training, or help choosing a doctor who is right for you, call the Customer Service number on the back of your member ID card. TTY/TDD services also are available by dialing 711. A special operator will get in touch with us to help with your needs.

The Anthem Blue Cross and Blue Shield member website, [anthem.com](https://www.anthem.com), and Sydney Health mobile app enable you to search for in-network *providers* in your area. If you are currently not enrolled in the Assurant health plan, see instructions below to search for in-network *providers* as a guest.

If you are currently enrolled in the Assurant health plan, register and log in to access additional information (estimated costs, assign a PCP, virtual text, etc.)

The Anthem network for Assurant is based upon where you live, not where your doctor is located. Go to [anthem.com](https://www.anthem.com). Select “Find Care” at the top of the Home Page. Search as a Guest and then select Medical for type of care, enter your state, select Medical (Employer-Sponsored) for type of plan, then follow these steps to select the plan/network or just click on the network links below:

- If you live in the state of Florida, choose the NetworkBlue.
- If you live in the state of Georgia, choose the Blue Open Access POS.
- If you live in the greater Kansas City service area*, choose the Preferred-Care Blue (KC).
- If you live in the state of Wisconsin, choose the Blue Preferred POS.
- All other employees choose National PPO (BlueCard PPO).
- Click Continue.
- Enter the city or zip code in which to search.
- Choose the type of *provider* you want (e.g., a doctor, hospital, lab) and location.
- Click Search.

* The greater Kansas City service area includes doctors and hospitals in 30 Missouri and two Kansas counties: Missouri: Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, Dekalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, St. Clair, Vernon, and Worth; Kansas: Johnson and Wyandotte.

Family Coverage

Family coverage includes Employee & *Spouse/Domestic Partner*, Employee & Child(ren) and Employee & Family. Your annual *deductible* and *out-of-pocket maximum*, and the Assurant contribution to your HRA or HSA will depend on whether you elect Individual (Employee-only) coverage or Family coverage.

Annual Deductible

The *deductible* is the amount of eligible medical and prescription expenses you must pay on an annual basis before the Plan begins to pay its share of your covered expenses. The annual *deductible* does not apply to Preventive Care and [Preventive Medications](#).

There are separate in- and *out-of-network deductibles* for all three health plans. If you’re using *providers* outside of the Anthem Blue Cross and Blue Shield network, you’ll pay more for coverage, and be subject to a higher *deductible*. Any amount accumulated toward your in-network *deductible* also will not count toward your *out-of-network deductible* (and vice versa).

If you elect family coverage under the Blue or Green health plan, there is no individual *deductible*. This means that the entire family *deductible* must be met before benefits begin for any covered family member (except for preventive care benefits and preventive *prescription drugs*). Any combination of enrolled family members can incur expenses to meet the family *deductible*.

If you elect family coverage under the Orange health plan, each family member has an individual *deductible* amount equal to the *deductible* for Employee-only coverage. Once a family member satisfies the individual *deductible*, the Plan will begin to pay a portion of the cost (*coinsurance*) for that member’s eligible non-preventive expenses. The family member does not need to wait for the family *deductible* to be satisfied. Once the family’s combined *deductible* expenses reach the family *deductible*, the Plan will begin to pay *coinsurance* for all other covered family members.

Deductibles are not pro-rated for mid-year enrollments into the Plan. If your *deductible* is not satisfied by the end of the calendar year, the amount credited at year-end does not carry over to the next calendar year.

Coinsurance

You pay a certain percentage of the cost of *covered services* through *coinsurance*. After your *deductible*, generally, the Plan pays 80% (for the Blue or Green health plan) or 90% (for the Orange health plan) of the cost of most *covered services*, and you pay 20% (for the Blue or Green health plan) or 10% (for the Orange

health plan) up until a limit called the *out-of-pocket maximum*.

Annual Out-of-Pocket Maximum

The *out-of-pocket maximum* is the most you'll pay toward *covered expenses* each calendar year. Once you meet your individual or family *out-of-pocket maximum*, the Plan pays 100% of covered expenses for the remainder of the year. The *out-of-pocket maximum* varies by health plan option (Blue, Green and Orange), coverage tier (e.g., Employee only, Employee and *Spouse*) and whether you use *in-network providers* or *out-of-network providers*. Any amount accumulated toward your in-network *out-of-pocket maximum* will not count toward your *out-of-network out-of-pocket maximum* (and vice versa).

If you elect family coverage under the Blue health plan, there is no individual *out-of-pocket maximum*. This means that the entire family *out-of-pocket maximum* must be met before the Plan begins to pay 100% for any covered family member (except for preventive care benefits and generic preventive *prescription drugs*). Any combination of you and /or one or more dependents can incur expenses to meet the Family *out-of-pocket maximum*.

If you elect Family coverage under the Green or Orange health plan, each family *member* has an individual *out-of-pocket maximum* amount equal to the *out-of-pocket maximum* for Employee-only coverage. Once a family *member* satisfies the individual *out-of-pocket maximum*, the Plan will begin to pay 100% for that family *member's* eligible medical expenses. The family *member* does not need to wait for the family *out-of-pocket maximum* to be satisfied. Once the family's combined expenses reach the family *out-of-pocket maximum*, the Plan will begin to pay 100% for all covered family *members'* eligible expenses for the remainder of the calendar year.

The following expenses are excluded from your *out-of-pocket maximum*:

- Charges in excess of the *maximum allowed amount*.
- Penalties for not obtaining pre-certification.
- Charges in excess of Plan limits.
- Expenses incurred for *non-covered services*.
- Expenses incurred for non-emergency use of the emergency room.
- Charges related to the dispense-as-written penalty under the prescription drug benefit; and
- Difference between the network pharmacy charge and the *out-of-network* charge.

Health Reimbursement Account

A Health Reimbursement Account (HRA) is a tax-advantaged benefit that allows you to save on the cost of healthcare. It is an employer-funded medical reimbursement plan. Each year Assurant sets aside a specific dollar amount on a pre-tax basis in an account to help you pay for eligible health care expenses (e.g., deductible, *coinsurance*). In addition, you can earn wellbeing contributions to your HRA. You cannot contribute to the HRA.

If you enroll in the Blue health plan, Assurant will establish an HRA for you. In January (or upon your initial enrollment), Assurant will deposit \$200 (Individual) or \$400 (Family) to your HRA account and an additional \$200 (Individual)/\$400 (Family) will be distributed evenly throughout the year to your health plan account on a bi-weekly basis. The bi-weekly Company contribution will be prorated based on your hire date and you must be actively employed on the date the contributions are made in order to receive them. Wellbeing contributions are deposited as they are earned throughout the year.

Anthem and Caremark will automatically use funds in your HRA to pay for your *deductible* and *coinsurance* expenses until the balance in your HRA is exhausted. Any balance remaining in your account at the end of the year will roll over to the next plan year.

You cannot receive reimbursement through an HRA for any expense that is:

- Not an eligible expense under the Assurant Health Plan.
- Incurred before or after you were covered by the Blue health plan; or
- Reimbursable under another health plan.

The maximum amount of reimbursement that you can receive is equal to your HRA balance at the time the request for reimbursement is processed. Eligible expenses for domestic partners and their dependents are not eligible for tax-free reimbursement. You'll incur imputed income on the entire value of the HRA at the time you enroll a domestic partner or his/her dependents. The balance remaining in your HRA when you terminate is forfeited unless you continue your Health Plan coverage through COBRA. If you're eligible for the Assurant Retiree Medical Program, the balance will be transferred into that program.

Health Savings Account

A Health Savings Account (HSA) is an account that accompanies the Green and Orange health plan. An HSA allows you to save money on a tax-free basis to help pay for *out-of-pocket* health care expenses, including retiree health care expenses.

You elect to open this account when you enroll in the Green or Orange health plan. You own your HSA and it is not part of the Assurant Health Plan. As a convenience to our employees, Assurant has arranged to have the annual company and wellbeing contributions and your pre-tax HSA payroll deductions, if any, deposited into an HSA maintained by Anthem. Assurant's role is limited to passing the contributions to the account. Assurant has no authority or control over the funds deposited in your HSA or any investment options associated with it. WealthCare Saver is the HSA custodian.

You may elect an amount to contribute to your HSA that will be deducted from your paycheck before taxes — that's tax-free savings for health care expenses.

You can use your account to pay eligible health care expenses, such as your *deductible* and *coinsurance* for health, dental and vision plans. If you don't use the money in your account by the end of the year, the balance rolls over to the next year. All HSA contributions are tax-free when you use them for qualified health care expenses.

The money in your HSA always belongs to you. Also, with the HSA you can:

- Choose to save all or part of the money each year for future health care expenses; and
- Take the HSA with you if you leave Assurant (but you'll be responsible for all account fees).

If you prefer, you can open an HSA with your own financial institution. The company contributions will continue to be deposited in the Anthem account, but you can transfer to the alternative HSA. While Assurant pays the administrative fee for the Anthem HSA for active employees enrolled in an eligible health plan, it will not pay administrative fees or provide payroll deductions for these alternate arrangements.

Accessing HSA Funds

If you enroll in the Green or Orange health plan and are eligible for an HSA, you'll receive a debit card from Anthem in the mail. If you have more than one type of savings and/or spending account(s), the single debit card will work for all of them and has "smart" processing logic to know which transactions to pull from which account. To access your HSA funds:

- You can use your debit card to pay for eligible expenses such as prescriptions, deductibles and *coinsurance* as long as you have funds available in your account.
- You can use the Anthem member portal to pay for your eligible *out-of-pocket* expenses directly from your online account to your *provider* or to reimburse yourself.

Contributions

To be eligible for the company contributions, you must be actively employed on the date the contributions are made.

If you elect to contribute to your HSA, your contributions are withheld from payroll on a pre-tax basis - before Social Security, federal, and most state and local income taxes are withheld. A small number of states currently do not permit tax-deferred contributions to HSA's, and employees living in these states will be taxed appropriately. Your pre-tax contributions reduce the amount you pay in taxes. This also may mean that your Social Security benefits at retirement, death or disability may be reduced participating in the Plans and future pay levels.

To be eligible for an HSA, you must meet the following criteria:

- Have a qualified high *deductible* health plan (such as the Green or Orange health plan).

Eligibility for an HSA

- Have no other health coverage except what is permitted as other health coverage by the IRS.
- Not be enrolled in *Medicare*.
- Not be claimed as a dependent on someone else's tax return.
- Not have access to dollars in a general purpose Flexible Spending Account (FSA) that can pay for any medical expenses before the HSA's required deductible is met, including a *spouse's* health care FSA. (Limited Purpose FSAs are acceptable other coverage).

A dependent's coverage under a non-qualifying plan, such as *Medicare*, does not disqualify you from having an HSA.

If you enroll in the Green or Orange health plan with an HSA, but are ineligible for an HSA, you must call the People Experience Center at 1-866-324-6513 within four business days of your coverage effective date to opt out of the HSA and avoid any adverse tax consequences.

If you're ineligible for an HSA and therefore do not open an account, Assurant's contribution will be deposited in your paycheck as taxable income.

Maximum Annual Contribution

The maximum contribution you can make to an HSA is determined each year by the Internal Revenue Service. This limit includes the company contribution and wellbeing contributions. There also is a "catch up" contribution if you're age 55 or older¹⁰. See the latest Health Plan Rates with Health Care Contributions for the current contribution limits.

The maximum contribution varies depending on your tax-filing status and whether your *spouse* has his/her own HSA.

Generally, the maximum annual contribution is prorated if you're not eligible to contribute to the HSA for the full calendar year. However, if you're HSA-eligible on Dec. 1, you can make the full annual contribution provided you remain HSA-eligible and contribute to it in the following calendar year. If you don't meet both conditions, any contributions above the pro-rated amount will be taxable and subject to a 6% excise tax.

Contributions to your HSA will be invested in the interest-earning HSA cash account. When your account balance reaches \$1,000, additional investment options are available. A full list of available investments can be found on your Anthem member portal. Interest rates on the account are variable.

¹⁰ If you cover a *spouse* who is age 55 or older, he/she is also eligible to make a catch-up contribution.

Timing of Contributions

Your HSA is effective the first day of the month following your enrollment. Your pre-tax contributions will begin for the first pay period of that month.

Note: You can start, stop or change your HSA contributions in MyHR at any time. Your changes will be implemented as soon as administratively feasible after your request.

In January (or upon your initial enrollment), Assurant will deposit \$200 (Individual) or \$400 (Family) to your HSA account and an additional \$200 (Individual)/\$400 (Family) will be distributed evenly throughout the year to your health plan account on a bi-weekly basis. The bi-weekly Company contribution will be prorated based on your hire date and you must be actively employed on the date the contributions are made in order to receive them. Wellbeing contributions are deposited as they are earned throughout the year.

Qualified Medical Expenses

Medical expenses must be incurred while you're participating in the HSA to be considered "qualified" While [IRS Publication 502](#) provides more detailed information on qualified medical expenses, the following are some examples:

- Deductibles and *coinsurance* under medical, dental and vision plans.
- *Prescription drugs* and prescribed *over-the-counter* medications.
- Prescription eyeglasses, contact lenses and contact lens solution.
- Hearing aids and wheelchairs.
- Qualified long-term care expenses and insurance *premiums* for a qualified Long-Term Care insurance policy.
- COBRA *premiums*; and
- *Premiums* for health care coverage while you or your eligible dependent is receiving unemployment compensation.

Generally, health insurance *premiums* are not qualified medical expenses except as noted above. In addition, otherwise qualified medical expenses that were paid by insurance companies or other sources are not qualified medical expenses. This is true whether the payments were made directly to you, to the patient, or to the *provider* of the medical services.

For individuals age 65 or older, the following *premiums* are also qualified expenses:

- *Medicare* Parts A, B and D.
- *Medicare* HMO (Part C).
- Your share of *premiums* for employer-sponsored health insurance; and
- Employer-sponsored retiree health insurance.

Note: *Premiums* for Medigap policies are not qualified medical expenses.

You may make tax-free withdrawals to pay for your eligible dependents' qualified medical expenses, even if they are not covered under a high-deductible health plan. For this purpose, children between the ages of 19 through 24 must be *full-time students* when the expense is incurred.

If you cover a dependent under the health plan who does not qualify as a tax dependent (such as an adult child, a domestic partner or a domestic partner's child), you cannot use your HSA to pay for his or her expenses. These dependents may set up their own HSA and may contribute up to the maximum amount for family coverage. To set up an account, your dependent can call Anthem at 1-855-285-4212.

Taxes

Amounts withdrawn from an HSA to pay for qualified medical expenses are not taxable. Withdrawals

for non-qualified expenses are taxable and, if you're under age 65, are subject to an additional 20% excise tax.

After the end of the year, Anthem makes available IRS forms to account holders showing total contributions to and distributions (withdrawals) from their HSAs reported in the calendar year. This information also is provided to the Internal Revenue Service. Account holders must file IRS Form 1040 and complete IRS Form 8889 to report HSA contributions and distributions. All contributions to your HSA are reported to the Internal Revenue Service via your IRS Form W-2.

In the event of your death, your HSA balance will be paid to your named beneficiary. If your *spouse* is your beneficiary, the balance can be transferred tax-free to his/her own HSA. If the balance is paid out to another beneficiary, or is not transferred directly to your *spouse's* HSA, the payment is taxable.

Note: It is important to keep itemized receipts as back-up for withdrawals from your HSA that were for qualified medical expenses in case your tax return is audited. We recommend that you speak with your tax advisor.

Portability

Your HSA belongs to you. If you leave Assurant or retire, you can maintain the account at WealthCare Saver (at your own cost) or roll over the balance to your own financial institution. For more information on rollovers and transfers, please contact Anthem at 1-855-285-4212.

You can continue to use your HSA funds to pay for qualified medical expenses after you leave Assurant. If you're eligible for and enrolled in a qualified high-deductible health plan, you also can continue to make new contributions to your HSA.

HRA and HSA: How They Compare

You have the choice of three health plans. The Blue Plan is associated with an HRA. The Green and Orange health plans are associated with an HSA. The chart below shows how the HRA and HSA compare.

	HRA	HSA
Employer contributions	Yes	Yes
Employee contributions	No	Yes
Tax-free reimbursements	Yes	Yes
Compatible with a General Purpose Health Care Flexible Spending Account (FSA)	Yes	No, but you can have a Limited Purpose Health Care FSA
Account earns interest	No	Yes
Portability	No	Yes
Use it or lose it	No, unused amounts roll over each year	No, unused amounts roll over each year

Maximum Benefits

Generally, the Assurant health plan provides an unlimited lifetime maximum benefit. However, certain benefits are limited either on an annual or lifetime basis as outlined below:

- The annual maximum for chiropractic treatment involving chiropractic care (spinal manipulation) is 15 visits per calendar year.

- The annual maximum for outpatient physical, occupational and speech therapy is a combined 90 visits per calendar year. A visit consists of no more than one hour of therapy. **The calendar year limit of 90 visits applies to in-network and out-of-network benefits for all professional therapy services combined; however, no more than 30 of these combined visits will be covered through an out-of-network provider.**
- The annual maximum for private duty nursing benefits is 70 shifts per calendar year. A shift is up to eight hours.
- The annual maximum for skilled nursing is 120 visits per calendar year.
- The annual maximum for *home health care* is 200 visits per calendar year.
- The annual maximum for *hospice* is 210 visits per calendar year.
- The combined lifetime maximum benefit for comprehensive medical and prescription drug fertility expenses (see [Special Programs - Fertility Benefits](#)) is \$30,000.

Note: The limits identified above and throughout this section are a combined amount that is the total of all benefits paid under the Assurant Health Plan, including in-network and *out-of-network* benefits and benefits provided under all health plans offered under the Assurant Health and Welfare Benefits Plan.

Pre-certification

Pre-certification - the authorization of a specific medical procedure - helps you determine whether the services being recommended are covered under the Assurant Health Plan. Pre-certification promotes the delivery of cost-effective medical care by reviewing the use of procedures and, where appropriate, the setting or place of service in which they are performed. It also allows Anthem to help your *provider* coordinate your transition from an *inpatient* setting to an outpatient setting (called discharge planning) and to register you for specialized programs or case management when appropriate.

Anthem utilizes its clinical coverage guidelines, such as medical policy and preventive care clinical coverage guidelines, to assist in making *medical necessity* decisions. Anthem reserves the right to review and update these clinical coverage guidelines periodically.

Pre-certification does not guarantee coverage for or payment of the service or procedure reviewed. For benefits to be paid, on the date you receive service:

- You must be eligible for benefits.
- The service or surgery must be a covered benefit under the Plan.
- The service cannot be subject to an exclusion under the Plan; and
- You must not have exceeded any applicable Plan limits.

Inpatient admissions and certain outpatient procedures and services must be pre-certified by Anthem. While a member of your family, a *hospital* staff member, or the attending physician can contact Anthem on your behalf, you're responsible for ensuring that the admission or medical services have been pre-certified. If you're admitted to a *hospital* as an emergency admission, the admission must be certified no later than two business days after the admission. Services that are not pre-certified may be denied.

Pre-certification (or pre-determination) confirms whether a service is covered or not by the Assurant Health Plan and includes a review of *medical necessity* based on each individual situation. Pre-certification is based on several pieces of information including: eligibility, procedure code, *provider* documentation, and diagnosis code. Pre-certification does not guarantee coverage for reasons such as: Plan rules may change between Pre-certification and service or the billed service isn't coded as expected. You'll be notified by letter once a determination has been made.

The following medical services require pre-certification for you to receive benefits. To pre-certify, contact Anthem Blue Cross and Blue Shield at 1-855-285-4212. To avoid denial of services, be sure to call before receiving services or no later than two business days after an emergency admission. Remember that Pre-certification is always your responsibility, whether or not the admitting doctor is in the Anthem Blue

Cross and Blue Shield network. For services that do not require pre-certification, you can call for a pre-determination for coverage verification.

Medical Services Requiring Pre-certification

Inpatient Admissions:

- Acute *Inpatient*.
- Acute Rehabilitation.
- LTACH (Long-Term Acute Care Hospital).
- *Skilled Nursing Facility*.
- OB delivery stays beyond the Federal Mandate minimum LOS (including newborn stays beyond the mother's stay).
- Emergency Admissions (Requires Plan notification no later than two business days after admission).

Diagnostic Testing:

- Cardiac Ion Channel Genetic Testing.
- Chromosomal Microarray Analysis (CMA) for *Developmental Delay*, Autism Spectrum Disorder, Intellectual Disability (Intellectual Developmental Disorder) and Congenital Anomalies.
- Gene Expression Profiling for Managing Breast Cancer Treatment.
- Gene Mutation Testing for Solid Tumor Cancer Susceptibility and Management.
- Genetic Testing for Breast and/or Ovarian Cancer Syndrome.
- Preimplantation Genetic Diagnosis Testing.
- Prostate Saturation Biopsy.
- Wireless Capsule for the Evaluation of Suspected Gastric and Intestinal Motility Disorders.

Durable Medical Equipment (DME)/Prosthetics:

- Augmentative and Alternative Communication (AAC) Devices/ Speech Generating Devices (SGD).
- Electrical Bone Growth Stimulation.
- Functional Electrical Stimulation (FES); Threshold Electrical Stimulation (TES).
- Implantable Infusion Pumps.
- Lower Limb Prosthesis and Microprocessor Controlled Lower Limb Prosthesis.
- Oscillatory Devices for Airway Clearance including High Frequency Chest Compression and Intrapulmonary Percussive Ventilation (IPV).
- Pneumatic Compression Devices for Lymphedema.
- Prosthetics: Electronic or externally powered and select other prosthetics- (myoelectric-UE)
- Standing Frame.
- Transtympanic Micropressure for the Treatment of Ménière's Disease.
- Ultrasound Bone Growth Stimulation.
- Wheeled Mobility Devices: Wheelchairs-Powered, Motorized, With or Without Power Seating Systems and Power Operated Vehicles (POVs).

Gender Affirming Surgery:

- This Plan provides benefits for many of the charges for *gender affirming surgery* for members diagnosed with Gender Dysphoria. *Gender affirming surgery* must be approved by us for the type of surgery requested and must be authorized prior to being performed. Charges for services that are not authorized for the *gender affirming surgery* requested will not be considered covered services. Some conditions apply, and all services must be authorized by us as outlined in the [Health Care Management - Pre-certification](#) section.

Human Organ and Bone Marrow/Stem Cell Transplants:

- *Inpatient* admits for ALL solid organ and bone marrow/stem cell transplants (Including Kidney only transplants).
- Outpatient: All procedures considered to be transplant or transplant related including but not limited to:
 - Donor Leukocyte Infusion.
 - Intrathecal treatment of Spinal Muscular Atrophy (SMA).
 - Stem Cell/Bone Marrow transplant (with or without myeloablative therapy).
 - (CAR) T-cell immunotherapy treatment.
 - Axicabtagene ciloleucel (Yescarta™)
 - Tisagenlecleucel (Kymriah™)
 - Brexucabtagene Autoleucel (Tecartus)
- Gene Therapy Treatment & Replacement.

Outpatient and Surgical Services:

- Air Ambulance (excludes 911 initiated emergency transport).
- Abdominoplasty, Panniculectomy, Diastasis Recti Repair.
- Ablative Techniques as a Treatment for Barrett's Esophagus.
- Allogeneic, Xenographic, Synthetic and Composite Products for Wound Healing and Soft Tissue Grafting.
- Hyperbaric Oxygen Therapy (Systemic/Topical).
- Autologous Cellular Immunotherapy for the Treatment of Prostate Cancer.
- Axial Lumbar Interbody Fusion.
- Balloon and Self-Expanding Absorptive Sinus Ostial Dilation.
- Bariatric Surgery and Other Treatments for Clinically Severe Obesity.
- Blepharoplasty.
- Bone-Anchored and Bone Conduction Hearing Aids.
- Brachioplasty.
- Breast Procedures; including Reconstructive Surgery, Implants and other Breast Procedures.
- Bronchial Thermoplasty for Treatment of Asthma.
- Cardiac Resynchronization Therapy (CRT) with or without an Implantable Cardioverter Defibrillator (CRT/ICD) for the Treatment of Heart Failure.
- Carotid, Vertebral and Intracranial Artery Angioplasty with or without Stent Placement.
- Cervical and Thoracic Discography.
- Chin Implant, Mentoplasty, Osteoplasty Mandible.
- Cochlear Implants and Auditory Brainstem Implants.
- Computer-Assisted Musculoskeletal Surgical Navigational Orthopedic Procedures of the Appendicular System.
- Corneal Collagen Cross-Linking.
- Cryosurgical Ablation of Solid Tumors Outside the Liver.
- Deep Brain, Cortical, and Cerebellar Stimulation.
- Diaphragmatic/Phrenic Nerve Stimulation pacing systems.
- Electric Tumor Treatment Field (TTF).
- Endovascular Techniques (Percutaneous or Open Exposure) for Arterial Revascularization of the Lower Extremities).
- Functional Endoscopic Sinus Surgery.
- Immunoprophylaxis for respiratory syncytial virus (RSV)/ Synagis (palivizumab).
- Implantable Ambulatory Event Monitors and Mobile Cardiac Telemetry.
- Implantable or Wearable Cardioverter-Defibrillator.

- Implanted (Epidural and Subcutaneous) Spinal Cord Stimulators (SCS).
- Implanted Devices for Spinal Stenosis.
- Insertion/injection of prosthetic material collagen implants.
- Percutaneous Vertebral Disc and Vertebral Endplate Procedures.
- Intraocular Anterior Segment Aqueous Drainage Devices (without extraocular reservoir).
- Keratoprosthesis.
- Leadless Pacemaker.
- Liposuction/lipectomy.
- Locoregional and Surgical Techniques for Treating Primary and Metastatic Liver Malignancies.
- Lower Esophageal Sphincter Augmentation Devices for the Treatment of Gastroesophageal Reflux Disease (GERD).
- Lumbar Discography.
- Lung Volume Reduction Surgery.
- Lysis of Epidural Adhesions.Mandibular/Maxillary (Orthognathic) Surgery.
- Manipulation Under Anesthesia of the Spine and Joints other than the Knee.
- Mastectomy for Gynecomastia.
- Mechanical Circulatory Assist Devices (Ventricular Assist Devices, Percutaneous Ventricular Assist Devices and Artificial Hearts).
- Mechanical Embolectomy for Treatment of Acute Stroke.
- Meniscal Allograft Transplantation of the Knee.
- Oral, Pharyngeal and Maxillofacial Surgical Treatment for Obstructive Sleep Apnea or Snoring.
- Outpatient Cardiac Hemodynamic Monitoring Using a Wireless Sensor for Heart Failure Management.
- Ovarian and Internal Iliac Vein Embolization as a Treatment of Pelvic Congestion Syndrome.
- Partial Left Ventriculectomy.
- Penile Prosthesis Implantation.
- Percutaneous and Endoscopic Spinal Surgery.
- Percutaneous Neurolysis for Chronic Neck and Back Pain.
- Percutaneous Vertebroplasty, Kyphoplasty and Sacroplasty.
- Perirectal Spacers for Use During Prostate Radiotherapy (Space Oar).
- Photocoagulation of Macular Drusen.
- Presbyopia and Astigmatism-Correcting Intraocular Lenses.
- Private Duty Nursing.
- Procedures Performed on Male or Female Genitalia.
- Procedures Performed on the Face, Jaw or Neck (including facial dermabrasion, scar revision).
- Procedures Performed on the Trunk and Groin.
- Reduction Mammoplasty.
- Repair of pectus excavatum/carinatum.
- Sacral Nerve Stimulation (SNS) and Percutaneous Tibial Nerve Stimulation (PTNS) for Urinary and Fecal Incontinence and Urinary Retention.
- Sacral Nerve Stimulation as a Treatment of Neurogenic Bladder Secondary to Spinal Cord Injury.
- Sacroiliac Joint Fusion.
- Skin-Related Procedures.
- Subtalar Arthroereisis.
- Surgical and Ablative Treatments for Chronic Headaches.
- Surgical and Minimally Invasive Treatments for Benign Prostatic Hyperplasia (BPH) and Other GU Conditions.
- Surgical Treatment of Obstructive Sleep Apnea and Snoring.
- Therapeutic Apheresis.

- Total Ankle Replacement.
- Transanal Hemorrhoidal Dearterialization (THD).
- Transcatheter Ablation of Arrhythmogenic Foci in the Pulmonary Veins as a Treatment of Atrial Fibrillation (Radiofrequency and Cryoablation).
- Transcatheter Closure of Patent Foramen Ovale and Left Atrial Appendage for Stroke Prevention.
- Transcatheter Heart Valve Procedures.
- Transcatheter Uterine Artery Embolization.
- Transendoscopic Therapy for Gastroesophageal Reflux Disease and Dysphagia.
- Transmyocardial/Periventricular Device Closure of Ventricular Septal Defects.
- Treatment of Hyperhidrosis.
- Treatment of Osteochondral Defects of the Knee and Ankle.
- Treatment of Temporomandibular Disorders.
- Treatment of Varicose Veins (Lower Extremities).
- Treatments for Urinary Incontinence.
- Vagus Nerve Stimulation.
- Venous Angioplasty with or without Stent Placement/ Venous Stenting.
- Viscocanalostomy and Canaloplasty.

Radiation Therapy/Radiology Services:

- Intensity Modulated Radiation Therapy (IMRT).
- MRI Guided High Intensity Focused Ultrasound Ablation for Non-Oncologic Indications.
- Single Photon Emission Computed Tomography (SPECT) Scans for Noncardiovascular Indications.
- Proton Beam Therapy.
- Radiofrequency Ablation to Treat Tumors Outside the Liver.
- Stereotactic Radiosurgery (SRS) and Stereotactic Body Radiotherapy (SBRT).
- Catheter-based Embolization Procedures for Malignant Lesions Outside the Liver.
- Transcatheter Arterial Chemoembolization (TACE) and Transcatheter Arterial Embolization (TAE) for Malignant Lesions Outside the Liver- except CNS and Spinal Cord.
- Wireless Capsule Endoscopy for Gastrointestinal Imaging and the Patency Capsule.

Out of Network Referrals

out-of-network services for consideration of payment at Network benefit level (may be authorized, based on Network availability and/or *medical necessity*.)

Mental Health/Substance Abuse (MHSA)

Pre-Certification Required.

- Acute *Inpatient* Admissions.
- Transcranial Magnetic Stimulation (TMS).
- Intensive Outpatient Therapy (IOP).
- Partial Hospitalization (PHP).
- Residential Care.
- *Behavioral Health* in-home Programs.
- Applied Behavior Analysis.

*At least one of the professionals submitting a letter must have a doctoral degree (for example, Ph.D., M.D., Ed.D., D.Sc., D.S.W., or Psy.D) or a master's level degree in a clinical behavioral science field (for example, M.S.W., L.C.S.W., Nurse Practitioner [N.P.], Advanced Practice Nurse [A.P.R.N.], Licensed Professional Counselor [L.P.C.], and Marriage and Family Therapist [M.F.T.]) and be capable of adequately evaluating co-morbid psychiatric conditions. One letter is sufficient if signed by two *providers*, one of whom has met the specifications set forth above.

**The medical documentation should include the start date of living full time in the new gender. Verification via communication with individuals who have related to the individual in an identity-congruent gender role, or requesting documentation of a legal name change, may be reasonable in some cases.

Medical Specialty Drugs Administered by a Medical Provider

Your plan covers *specialty drugs* that must be administered to you as part of a doctor's visit, home care visit, or at an outpatient facility when they are *covered services*. This may include *specialty drugs* for infusion therapy, chemotherapy, blood products, certain injectable, and any drug that must be administered by a *provider*. This section applies when a *provider* orders the drug and a medical *provider* administers it to you in a medical setting or in your home by a home infusion *provider*. *Specialty drugs* which you can administer to yourself (or a caregiver may administer to you), or *specialty drugs* you get from a Retail or Mail Order Pharmacy are not covered under your medical benefit and may be covered under the pharmacy benefit.

Pre-certification

Pre-certification is required for certain Medically Administered *Specialty Drugs* to help make sure proper use and guidelines for these drugs are followed. Your *provider* will submit clinical information which will be reviewed for decision. We will give the results of our decision to both you and your *Provider* by letter.

For a list of Medically Administered *Specialty Drugs* that need pre-certification, please call the phone number on the back of your ID card. The pre-certification list is reviewed and updated from time to time. Including a Specialty Drug on the list does not guarantee coverage under your plan. Your *provider* may check with us to verify Specialty Drug coverage, to find out which drugs are covered under this section and if pre-certification is required.

American Imaging Management (AIM) Imaging Cost & Quality Programs

High Tech Radiology

Assurant has selected an innovative imaging cost and quality program for Anthem Blue Cross and Blue Shield *members* through AIM Specialty Health. This program provides you with access to important information about imaging services you might need. Before receiving services, you must confirm that AIM has pre-certified your test and is sending you to an approved network facility. Your tests could be delayed if your doctor skips this step.

If you need an MRI or CT scan, it's important to know that costs can vary quite a bit depending on where you receive the service. Sometimes the differences are significant - anywhere from \$300 to \$3,000 - but a higher price doesn't guarantee higher quality. The Health Plan requires you to pay a portion of this cost (as your deductible and *coinsurance*) so where you go can make a very big difference to your wallet.

High tech radiology services requiring pre-certification include:

- Computed Tomography (CT/CTA).
- Magnetic Resonance Imaging (MRA/MRA).
- Nuclear Cardiology.
- Positron Emission Tomography (PET).
- Stress Echocardiography.
- Resting Transthoracic Echocardiography.
- Transesophageal Echocardiography.

That's where the AIM Imaging Cost & Quality Program comes in - AIM does the research for you and makes it available to help you find the right location for your service. Here's how the program works:

- Your doctor refers you to a radiology *provider* for an MRI or CT scan.
- You pre-certify the service by contacting AIM at 888-953-6703 and providing them with the name of the procedure, the referring *physician's* contact information, name of the facility the referring *physician* recommends.

- AIM works with your doctor to help make sure that you're receiving the right test - using evidence-based guidelines.
- AIM also reviews the referral to see if there are other high-quality *providers* in your area that have a lower price than the one you were referred to.
- If AIM finds another *provider* that meets the quality and price criteria, AIM will call to let you know.

You have the choice - you can see the radiology *provider* your doctor suggested OR you can choose to see a *provider* that AIM tells you about. AIM will even help you schedule an appointment with the new *provider*.

AIM Musculoskeletal and pain management program

The Assurant Health Plan includes a musculoskeletal and pain management program, administered by AIM Specialty Health, that helps your doctor make better informed decisions about your treatment. Musculoskeletal and pain management program can help you and your doctor make the best decision so you can get the right care in the right place. As part of this new program, pre-certification will be required to help you understand the treatment options and requirements for plan coverage before you have joint surgery or spinal pain treatment.

If you have a musculoskeletal condition and you and your doctor are considering any of the treatments below, your doctor must contact Anthem before scheduling them:

- Spine, hip, knee or shoulder joint surgery.
- Spinal pain treatment, such as spinal pain injections, epidurals, nerve blocks, ablations, thermal destruction of the intervertebral disc or use of spinal stimulators.

Your doctor can contact Anthem through the *provider* portal or by calling the number for AIM on your ID card. If you do not contact AIM (1-888-953-6703) before receiving services, a claim may not be paid.

Here's what happens next:

1. Your treatment will be reviewed by orthopedic, neurosurgical and pain specialists using state-of-the-art clinical criteria and considering your benefits.
2. The review may also include a phone call between one of our *specialists* and your doctor to help determine the right test, the right treatment and the right place for your care.
3. After the review, your doctor will talk to you about your treatment options.

Sleep Management Program

The Assurant Health Plan includes a sleep management program that helps your doctor make better informed decisions about your treatment. This program also is administered by *AIM Specialty Health*. Please talk to your doctor about getting approval for any sleep testing and therapy equipment and supplies. If you do not contact AIM (1-888-953-6703) before receiving services, a claim may not be paid. The program includes outpatient and home sleep testing and therapy. If you require sleep testing, depending on your medical condition, you may be asked to complete the sleep study in your home. Home sleep studies provide the added benefit of reflecting your normal sleep pattern while sleeping in the comfort of your own bed versus going to an outpatient facility for the test.

As part of this program, you're required to get pre-certification for:

- Home sleep tests (HST).
- In-lab sleep studies (polysomnography or PSG, a recording of behavior during sleep).
- Titration studies (to determine the exact pressure needed for treatment); and
- Treatment orders for equipment, including positive airway pressure devices (APAP, CPAP, BPAP, ASV), oral devices and related supplies.

If you need ongoing treatment, AIM will review your care quarterly to assure that medical criteria are met for coverage. Your equipment supplier or your doctor will be required to provide periodic updates to ensure clinical appropriateness. Ongoing claim approval will depend partly on how you comply with the treatment your doctor has ordered.

ConsumerMedical For Expert Medical Decision Support

When you or your loved one is dealing with a medical condition, ConsumerMedical can help you get better quality care, and make medical decisions easier for you and your family. ConsumerMedical is a leader in providing medical decision support services and expert medical opinions. When you access this service, you'll work with an independent and qualified clinical support team who can help you:

- Learn more about your condition and all available treatment options.
- Find the most qualified doctors and top-rated hospitals in your health plan network.
- Get a second opinion from elite specialists across the country to ensure your diagnosis is correct.
- Prepare for your doctor visits so you know what questions to ask.
- Cope with the stress of dealing with a medical condition.

How to Pre-certify

You're responsible for obtaining required pre-certifications. While a member of your family, a *hospital* staff member or the attending physician can contact Anthem to request pre-certification on your behalf, you're ultimately responsible for ensuring that the admission or medical services and expenses have been pre-certified. You're financially responsible for services and/or settings that are not covered under the Plan based on an adverse determination of *medical necessity or experimental/investigative*. You can pre-certify by calling Anthem at 1-855-285-4212.

When you pre-certify an *inpatient* admission to a facility, Anthem will notify you, your *physician* and the facility about your pre-certified length of stay. If your *physician* recommends that your stay be extended, additional days also need to be certified. You, your *physician*, or the facility will need to call Anthem at 1-855-285-4212 as soon as reasonably possible, but no later than the final authorized day. Anthem will review and process the request for an extended stay. You and your *physician* will receive a notification of an approval or denial.

If additional information is needed to make a decision, Anthem will notify the requesting *provider*. They will send you written notification of the specific information necessary to complete the review. If Anthem does not receive the information requested or if the information is provided after the deadline specified in the written notification, a decision will be made based upon the information in the Anthem's possession.

Notification of the pre-certification or extended stay decision may be given by Anthem by the following methods:

- Verbal: oral notification given to the requesting *provider* via telephone or via electronic means if agreed to by the *provider*.
- Written: mailed letter or electronic means including email and fax given to, at a minimum, the requesting *provider* and you or your authorized representative.

If pre-certification determines that the admission or services and supplies are not covered expenses, the notification will explain why and how Anthem's decision can be appealed. You or your *provider* may request a review of the pre-certification decision.

The *claims administrator* will utilize its clinical coverage guidelines, such as medical policy, clinical guidelines, and other applicable policies and procedures to help make *medical necessity* decisions. Medical policies and clinical guidelines reflect the standards of practice and medical interventions identified as proper medical practice. The *claims administrator* reserves the right to review and update these clinical coverage guidelines from time to time.

You are entitled to ask for and get, free of charge, reasonable access to any records concerning your request. To ask for this information, call the pre-certification phone number on the back of your Identification Card.

If you are not satisfied with the Plan's decision under this section of your benefits, please refer to the [your Right To Appeal](#) section to see what rights may be available to you.

Decision and Notice Requirements

The *claims administrator* will review requests for benefits according to the timeframes listed below. The timeframes and requirements listed are based on Federal laws. You may call the phone number on the back of your Identification Card for more details.

If more information is needed to make a decision, the *claims administrator* will tell the requesting *provider* of the specific information needed to finish the review. If the *claims administrator* does not get the specific information needed by the required timeframe, the *claims administrator* will make a decision based upon the information it has. The *claims administrator* will notify you and your *provider* of its decision as required by Federal law. Notice may be given by one or more of the following methods: verbal, written, and/or electronic.

Type of Review	Timeframe Requirement for Decision and Notification
Urgent Pre-service Review	72 hours from the receipt of request
Non-Urgent Pre-service Review	15 calendar days from the receipt of the request
Urgent Continued Stay/Concurrent Review when request is received more than 24 hours before the end of the previous authorization	24 hours from the receipt of the request
Urgent Continued Stay/Concurrent Review when request is received less than 24 hours before the end of the previous authorization or no previous authorization exists	72 hours from the receipt of the request
Post-Service Review	30 calendar days from the receipt of the request

Important Information

From time to time certain medical management processes (including utilization management, case management, and disease management) may be waived, enhanced, changed or ended. An alternate benefit may be offered if, in the Plan's sole discretion, such change furthers the provision of cost effective, value based and/or quality services.

Certain qualifying *providers* may be selected to take part in a program or a *provider* arrangement that exempts them from certain procedural or medical management processes that would otherwise apply. You claim may also be exempted from medical review if certain conditions apply.

Just because a process, *provider* or claim is exempted from the standards which otherwise would apply, it does not mean that this will occur in the future or will do so in the future for any other *provider*, claim or Member. The Plan may stop or change any such exemption with or without advance notice.

You may find out whether a *provider* is taking part in certain programs or a *provider* arrangement by contacting the Member Services number on the back of your Identification Card.

The *claims administrator* also may identify certain *providers* to review for potential fraud, waste, abuse or other inappropriate activity if the claims data suggests there may be inappropriate billing practices. If a *provider* is selected under this program, then the *claims administrator* may use one or more clinical utilization management guidelines in the review of claims submitted by this *provider*, even if those guidelines are not used for all *providers* delivering services to this Plan's members.

Health Plan Individual Case Management

The *claims administrator's* individual health plan case management programs (Case Management) helps coordinate services for members with health care needs due to serious, complex, and/or chronic health conditions. The *claims administrator's* programs coordinate benefits and educate members who agree to take part in the Case Management program to help meet their health-related needs.

The *claims administrator's* Case Management programs are confidential and voluntary and are made available at no extra cost to you. These programs are provided by, or on behalf of and at the request of your health plan Case Management staff. These Case Management programs are separate from any covered services you are receiving.

If you meet program criteria and agree to take part, the *claims administrator* will help you meet your identified health care needs, this is reached through contact team work with you and/or your authorized representative, treating Physician(s), and other *providers*.

In addition, the *claims administrator* may assist in coordinating care with existing community-based programs and services to meet your needs. This may include giving you information about external agencies and community-based programs and services.

In certain cases of severe or chronic illness or Injury, the Plan may provide benefits for alternate care that is not listed as a *covered service*. The Plan may also extend *covered services* beyond the Benefit Maximums of this Plan. The *claims administrator* will make any recommendation of alternate or extended benefits to the Plan on a case-by-case basis, if at the *claims administrator's* discretion, the alternate or extended benefit is in the best interest of you and the Plan and you or your authorized representative agree to the alternate or extended benefit in writing. A decision to provide extended benefits or approve alternate care in one case does not obligate the Plan to provide the same benefits again to you or to any other member. The Plan reserves the right, at any time, to alter or stop providing extended benefits or approving alternate care. In such case, the *claims administrator* will notify you or your authorized representative in writing.

Series of Services

When a single charge is made for a series of services, each service will bear a pro-rata share of the expense. Anthem (for health, *behavioral health* and substance abuse claims) will determine the pro-rata share. Only that pro-rata share of the expense will be considered to have been an expense incurred on the date of such service.

Covered Expenses

For a service, supply or prescription drug to be covered under the Assurant Health Plan, it must:

- Be *medically necessary* as determined by Anthem.
- Be obtained while coverage is in effect.
- Not exceed the maximums and limitations; and
- Be obtained in accordance with all the terms, policies and procedures outlined in this summary.

Preventive Care

This section describes the covered expenses for services and supplies provided when you're well. Early detection of disease can often be the difference between life and death, between being well and being *disabled*. The Assurant Health Plan encourages you and your family to get the preventive services that are appropriate for your age, gender and other risk factors such as family medical history, by covering the following routine preventive services. If you use a *network provider* or if you don't live within the Anthem network area, these services will be reimbursed at 100% and are not subject to the deductible. If you use an *out-of-network provider*, these services will be subject to the deductible and *coinsurance*.

Following is a list of preventive services that are generally covered at 100%. The complete list can also be found on MyAssurantBenefits.com. If, as a result of a routine preventive service, a disease or condition is suspected or identified, any further exams and tests for that disease or condition will be considered diagnostic and will be subject to the deductible and *coinsurance*.

- Services with an "A" or "B" rating from the United States Preventive Services Task Force. Examples of these services are screenings for:
 - Breast cancer.

- Cervical cancer.
- Colorectal cancer.
- High blood pressure.
- Type 2 Diabetes Mellitus.
- Cholesterol.
- Child and Adult Obesity.
- Immunizations for children, adolescents, and adults recommended by the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention.
- Preventive care and *screenings* for infants, children and adolescents as provided for in the comprehensive guidelines supported by the Health Resources and Services Administration.
- Prostate Cancer Screening - PSA (routine); Includes digital rectal exam and Prostate specific antigen (PSA) test.
- Routine eye exams, including refractions (does not include fittings for glasses or contact lenses). Anthem offers discounts on glasses and contacts. Visit eyewearspecialoffers.com for the details.
- Routine hearing exams performed by an otolaryngologist, otologist or an *audiologist*.
- Additional preventive care and *screenings* for women provided for in the guidelines supported by the Health Resources and Services Administration, including the following:
 - Women’s contraceptives (Refer to [Prescription Drug Coverage](#) for details), sterilization procedures and counseling. Coverage includes contraceptive devices such as diaphragms, intra uterine devices (IUDs) and implants.
 - Breastfeeding support, supplies and counseling. Benefits for breast pumps are limited to one pump per pregnancy.
 - Gestational diabetes *screening*.

If you’re receiving services for an existing condition, then the service is not considered preventive.

Covered Services

The following services are subject to the deductible and *coinsurance* unless otherwise specified in this booklet:

Inpatient Services (pre-certification required)

- *Hospital inpatient services.*
- Birthing Center.
- Delivery room and newborn nursery services for well-baby care.
- *Inpatient services for behavioral health* and substance abuse treatment.
- *Inpatient Room Charges.* Covered charges include semiprivate room and board, general nursing care and intensive or cardiac care. If you stay in a private room, the *maximum allowed amount* is based on the hospital’s prevalent semiprivate rate. If you’re admitted to a *hospital* that has only private rooms, the *maximum allowed amount* is based on the *hospital’s* prevalent room rate.
- *Intensive Care Unit, Cardiac Care Unit, Neonatal intensive Care Unit.*
- Services and Supplies provided and billed by the *hospital* while you’re an *inpatient*, including the use of the operating, recovery and delivery rooms. Laboratory and diagnostic examinations, intravenous solutions, basal metabolism studies, electrocardiograms, electroencephalograms, x-ray examination and radiation and speech therapy are also covered. Convenience items (such as radios, TV’s, record, tape or CD players, telephones, visitors’ meals, etc.) will not be covered.
- Medical care. General medical care, consultations, second opinions, intensive care, monitoring and newborn care.
- Surgeon.
- Assistant surgeon - covered only if surgery is covered.
- Acupuncture services are covered only if performed by a physician or licensed acupuncturist as

anesthesia in connection with a covered surgical procedure.

- Anesthesiologist.
- Pathologist.
- Professional therapy services include chemotherapy, radiation therapy, dialysis, hemodialysis, infusion therapy, *physical therapy*, occupational therapy, speech therapy and respiratory therapy. The annual maximum for outpatient physical, occupational and speech therapy is a combined 90 visits per calendar year and a visit consists of no more than one hour of therapy. **The calendar year limit of 90 visits apply to in-network and out-of-network benefits** for all professional therapy services combined; however, no more than 30 of these combined visits will be covered through an *out-of-network provider*.
- Radiologist.
- *Bariatric Surgery* (weight loss surgery); (pre-certification required) see Special Programs - [Bariatric Surgery](#) for additional details.
- *Behavioral Health* and Substance Abuse. *Detoxification* and *Residential Treatment* (pre-certification required).
- Organ Transplant (pre-certification required) see Special Programs - [Organ Transplants](#) for additional details.
- *Hospice Care* - limited to 210 visits per calendar year, combined In and *out-of-Network* (pre-certification required).
- *Skilled Nursing Facility* - limited to 120 visits per calendar year, combined In and *out-of-Network* (pre-certification required).
- *Gender Affirming Surgery*.

Outpatient Hospital Services

- Institutional/Outpatient *Hospital Facility* Charges.
- Outpatient/Ambulatory Surgery.
- Intensive Outpatient Therapy (IOP) and Partial Hospitalization (PHP) for *behavioral health* and substance abuse conditions.
- Methadone Treatment Centers (for the treatment of addiction).
- Surgeon.
- Anesthesiologist.¹¹
- Radiologist.¹¹
- Pathologist.¹¹
- Professional Consultation / Second Opinion and
- Pre-surgical/Pre-admission Testing.

Emergency Services

Emergency room and *ambulance services* are covered for an *emergency medical condition*. *Covered services* include ancillary services routinely available to the emergency department of a *hospital*.

Network and *out-of-network services* are reimbursed at the network *coinsurance* percentage. However, the allowable charge for *out-of-network services* will be the greatest of:

- The amount negotiated with *network providers* for the emergency services furnished.
- The *out-of-network* pricing used by the *claims administrator* or
- The amount that would be paid under *Medicare* for the emergency service.

You'll be taken to the nearest facility that can give care for your condition.

Benefits also include *medically necessary* treatment of a sickness or *injury* by medical professionals from an

¹¹ *out-of-network* anesthesiologists, pathologists and radiologists may be covered at the in-network *coinsurance* rate, if you use a network *hospital*. However, you also may be liable for the difference between the *maximum allowed amount* and the *out-of-network provider's* charge.

ambulance service, even if you're not taken to a facility.

Any *out-of-network* follow up treatment will not be reimbursed at network levels.

Life-threatening Medical Emergency or serious *Accidental Injury*

Coverage is provided for *hospital* emergency room care including a medical or behavioral health *screening* examination that is within the capability of the emergency department of a *hospital*, including ancillary services routinely available to the emergency department to evaluate an *emergency medical condition*, and within the capabilities of the staff and *facilities* available at the *hospital*, such further medical or behavioral health examination and treatment as are required to stabilize the patient. *Emergency service* care does not require any *prior authorization* from the Plan. Services provided for conditions that do not meet the definition of emergency will not be covered.

Stabilize means, with respect to an *emergency medical condition*: to provide such medical treatment of the condition as may be necessary to assure, within reasonable medical probability that no material deterioration of the condition is likely to result from or occur during the transfer of the individual from a facility. With respect to a pregnant woman who is having contractions, the term "stabilize" also means to deliver (including the placenta), if there is inadequate time to affect a safe transfer to another *hospital* before delivery or transfer may pose a threat to the health or safety of the woman or the unborn child.

Medically necessary services will be covered whether you get care from a network or *out-of-network provider*. *Emergency care* you get from an *out-of-network provider* will be covered as a *network* service and will not require pre-certification. The *out-of-network provider* can only charge you any applicable *deductible*, *coinsurance*, and/or *copayment* and cannot bill you for the difference between the *maximum allowed amount* and their billed charges until your condition is stable as described in the [Consolidated Appropriations Act of 2021 Notice](#) section at the front of this summary plan description. Your cost shares will be based on the *maximum allowed amount* and will be applied to your *network deductible* and *network out-of-pocket limit*.

Treatment you get after your condition has stabilized is not *emergency care*. Please refer to the [Consolidated Appropriations Act of 2021 Notice](#) section at the front of this summary plan description for more details on how this will impact your benefits.

The *maximum allowed amount* for *emergency care* from an *out-of-network provider* will be determined using the median *plan network* contract rate we pay *network providers* for the geographic area where the service is provided. Charges for the use of an emergency room for a *non-emergency medical condition* will be reimbursed at 50% and the unpaid amount will not apply towards the deductible or *out-of-pocket maximum*.

Ambulance Service

Medically necessary ambulance services are covered when:

- You are transported by a state licensed vehicle that is designed, equipped, and used only to transport the sick and injured and staffed by Emergency Medical Technicians (EMT), paramedics or other certified medical professionals. This includes ground, water, fixed wing, and rotary wing air transportation.

And one or more of the following criteria are met:

- For ground ambulance, you are taken:
 - From your home, the scene of an accident or medical emergency to a *hospital*.
 - Between *hospitals*, including when Anthem requires you to move from an *out-of-network hospital* to a *network hospital*.
 - Between a hospital and a *Skilled Nursing Facility* or other approved facility.
- For air or water ambulance, you are taken:

- From the scene of an accident or medical emergency to a *hospital*.
- Between *hospitals*, including when Anthem requires you to move from an *out-of-network hospital* to a *network hospital*.
- Between a *hospital* and an approved facility.

Ambulance services are subject to *medical necessity* reviews by Anthem. Emergency ground *ambulance services* do not require precertification and are allowed regardless of whether the *provider* is a *network provider* or *out-of-network provider*.

Non-emergency *ambulance services* are subject to *medical necessity* reviews by Anthem. When using an air ambulance, for non-emergency transportation, Anthem reserves the right to select the air ambulance *provider*. If you do not use the air ambulance *provider* Anthem selects, the *out-of-network provider* may bill you for any charges that exceed the Plan's *maximum allowed amount*.

You must be taken to the nearest facility that can give care for your condition. In certain cases Anthem may approve benefits for transportation to a facility that is not the nearest facility.

Benefits also include *medically necessary* treatment of a sickness or *injury* by medical professionals from an *ambulance service*, even if you are not taken to a facility.

Ambulance services are not covered when another type of transportation can be used without endangering your health. *Ambulance services* for your convenience or the convenience of your family or *physician* are not a *covered service*.

Other non-covered *ambulance services* include, but are not limited to:

- a *physician's* office or clinic; or
- a morgue or funeral home.

Important Notes on Air Ambulance Benefits

Benefits are only available for air ambulance when it is not appropriate to use a ground or water ambulance. For example, if using a ground ambulance would endanger your health and your medical condition requires a more rapid transport to a facility than the ground ambulance can provide, the Plan will cover the air ambulance. Air ambulance will also be covered if you are in an area that a ground or water ambulance cannot reach.

Air ambulance will not be covered if you are taken to a *hospital* that is not an acute care *hospital* (such as a *skilled nursing facility* or a rehabilitation facility), or if you are taken to a *physician's* office or your home.

Hospital to Hospital Transport

If you are moving from one *hospital* to another, air ambulance will only be covered if using a ground ambulance would endanger your health and if the *hospital* that first treats you cannot give you the medical services you need. Certain specialized services are not available at all *hospitals*. For example, burn care, cardiac care, trauma care, and critical care are only available at certain *hospitals*. To be covered, you must be taken to the closest *hospital* that can treat you. **Coverage is not available for air ambulance transfers simply because you, your family, or your *provider* prefers a specific *hospital* or *physician*.**

Outpatient Services

- Acupuncture - covered only if performed as anesthesia in connection with a covered surgical procedure.
- Allergy Testing and Treatment. Serum and allergy shot is not subject to the annual deductible.
- *Behavioral Health* and Substance Abuse Care provided by a psychiatrist, psychologist, licensed clinical social worker (L.C.S.W.), mental health clinical nurse *specialist*, licensed marriage and family therapist (L.M.F.T.), Licensed Professional Counselor (L.P.C.) or any agency licensed by the state to give these services, when they have to be covered by law.

- Blood Therapy (processing and storage).
- Cardiac and Pulmonary Rehabilitation.
- Chemotherapy.
- Chiropractic Care (Spinal Manipulation) - limited to 15 visits per calendar year for spinal manipulation. Other *covered services*, including x-rays, do not apply toward the calendar year maximum if the visit does not include spinal manipulation. The 15-visit annual maximum benefit does not apply to expenses incurred:
 - During a *hospital* stay.
 - For the treatment of scoliosis.
 - For fracture care; or
 - For surgery. This includes pre- and post-surgical care provided or ordered by the operating physician.
- Clinical Trial Benefits - include coverage for services, such as routine patient care costs, given to you as a participant in an *approved clinical trial* if the services are *covered services* under the Plan.
- Contraceptive services and supplies including:
 - Contraceptive devices prescribed by a *physician* provided they have been approved by the U.S. Food and Drug Administration.
 - Related outpatient services such as:
 - Consultations
 - Exams
 - Procedures
 - Other medical services and supplies.

Refer to the [Covered Expenses](#) under the Prescription Drug Coverage for information on coverage of oral contraceptives.

- Dental and Oral Surgery - services required for the initial repair of an *injury* to the jaw, sound natural teeth, mouth or face required as a result of an accident and are not excessive in scope, duration or intensity to provide safe, adequate and appropriate treatment without adversely affecting your condition. *Injury* as a result of chewing or biting is not considered an *accidental injury* except where the chewing or biting results from an act of domestic violence or directly from a medical condition. Treatment must be completed within 24 months of the accident.

The Plan also includes benefits for *hospital* charges and anesthetics provided for dental care if the member meets any of the following conditions:

- The member is under age five.
- The member has a severe impairment that requires *hospitalization* or general anesthesia for dental care; or
- The member has a medical condition that requires *hospitalization* or general anesthesia for dental care.
- Diagnostic X-rays and labs
- Diagnostic services by a *physician* or *specialist physician*
- Dialysis, Hemodialysis
- Emergency Care and *ambulance services* - care received for an *emergency medical condition* will be covered at the network level of benefits. If an *out-of-network provider* is used, however, you're responsible to pay the difference between the *maximum allowed amount* and the amount the *out-of-network provider* charges.
- Eye Care - medical eye care exams and treatment of disease or *injury* to the eye.
- Gene Therapy Services - Your Plan includes benefits for gene therapy services, when Anthem approves the benefits in advance through pre-certification. See pre-certification for details on the pre-certification process. To be eligible for coverage, services must be *medically necessary* and performed by an approved

provider at an approved treatment center. Even if a *provider* is a network *provider* for other services it may not be an approved *provider* for certain gene therapy services. Please call Anthem to find out which *providers* are approved *providers*. (When calling Member Services, ask for the transplant case manager for further details.)

Gene Therapy Services Not Eligible for Coverage

Your Plan does not include benefits for the following:

- a. Services determined to be Experimental/Investigational;
- b. Services provided by a non-approved *provider* or at a non-approved facility; or
- c. Services not approved in advance through pre-certification.
- Hearing Care - Audiometric exam/ hearing evaluation tests and Cochlear implants
- Home Health Services - see [Home Health Services](#) for details.
- *Hospice Care Services* - limited to 210 visits per calendar year, combined In and *out-of-network*.
- *Fertility Benefits* - The Plan includes benefits for the diagnosis and treatment of fertility. *Covered services* include diagnostic and exploratory procedures to determine whether a member suffers from *fertility*. This includes surgical procedures to correct any diagnosed disease or condition affecting the reproductive organs. This includes, but is not limited to, endometriosis, collapsed/clogged fallopian tubes or testicular failure. The combined lifetime maximum benefit for comprehensive medical and prescription drug fertility expenses is \$30,000 fertility. Refer to [Special Programs - Fertility Benefits](#) for additional benefits.
- Infusion Therapy.
- *Maternity Care* - physician's initial office visit and global care (pre- and post-natal care and delivery); abortion.
- Medical and Surgical Equipment - charges by a supplier for medical supplies, *durable medical equipment (DME)*, orthotics (foot and shoe) and external prosthetic appliances. The rental of equipment or, In lieu of rental, the initial purchase of DME if Long-Term care is planned and the equipment cannot be rented or is likely to cost less to purchase than to rent. The decision to buy or rent is at Anthem's discretion. Diabetic supplies- lancets, syringes, insulin, etc. - are covered under the [Prescription Drug Coverage](#). DME in excess of \$5,000 (combined limit for rental or purchase) requires Pre-certification. Note that orthopedic shoes, therapeutic shoes, foot orthotics, or other devices to support the feet are not covered unless the orthopedic shoe is an integral part of a covered leg brace or to prevent complications of diabetes.
- *Durable Medical Equipment*. The Plan will pay the rental charge up to the purchase price of the equipment. In addition to meeting criteria for *medical necessity*, and applicable pre-certification requirements, the equipment must also be used to improve the functions of a malformed part of the body or to prevent or slow further decline of the *member's medical* condition. The equipment must be ordered and/or prescribed by a *physician* and be appropriate for in-home use.

The equipment must meet the following criteria:

- It can stand repeated use.
- It is manufactured solely to serve a medical purpose.
- It is not merely for comfort or convenience.
- It is normally not useful to a person not ill or Injured.
- It is ordered by a *physician*.
- The *physician* certifies in writing the *medical necessity* for the equipment. The *physician* also states the length of time the equipment will be required. The Plan may require proof at any time of the continuing *medical necessity* of any item; and
- It is related to the *member's* physical disorder.

Supplies, equipment and appliances that include comfort, luxury or convenience items or features that exceed what is *medically necessary* in your situation will not be covered. Reimbursement will be based on the maximum allowable amount for a standard item that is a *covered service*, serves the same purpose and is

medically necessary. Any expense that exceeds the *maximum allowable amount* for the standard item which is a *covered service* is your responsibility.

- Nutritional Counseling - only for *members* with diabetes or those diagnosed with an eating disorder.
- Obesity Services - Non-surgical services. Also see [Bariatric Surgery](#).
- *Physician Services* - home and office visits; office surgery.
- Prescription Injectables/*Prescription Drugs* Dispensed in a physician's Office - See the [Prescription Drug](#) section of this booklet for information on all other covered prescription drug expenses.
- Preventive Services - see [Preventive Services](#) for details.
- Private Duty Nursing - services provided in the home must be pre-certified. The member's condition must require nursing care that requires the education, training and technical skills of a R.N. or L.P.N. and visiting nursing care is not adequate. Benefits are limited to 70 eight-hour shifts per calendar year. Services provided in a *hospital* or health care facility are not covered if care can be provided adequately by the facility's general nursing staff, if it were fully staffed.
- Prosthetic Appliances -Prosthetic devices to improve or correct conditions resulting from *accidental injury* or illness are covered if *medically necessary* and ordered by a *physician*. Prosthetic devices include: artificial limbs and accessories, artificial eyes, one pair of glasses or contact lenses for eyes used after surgical removal of the lens(es) of the eye(s); arm braces, leg braces (and attached shoes); and external breast prostheses used after breast removal.
- Radiation Therapy
- Reconstructive Surgery - only to the extent *medically necessary* if surgery is needed to:
 - Improve a significant functional impairment of a body part.
 - Correct the result of an *accidental injury* provided that surgery occurs no more than 24 months after the original *injury*. For a covered child, the time period for coverage may be extended through age 18.
 - Correct the result of an *injury* that occurred during a covered surgical procedure provided the reconstructive surgery occurs no more than 24 months after the original *injury*.
 - Reconstructive Surgery benefits include reconstructive surgery to correct significant deformities caused by congenital or developmental abnormalities, illness, *injury* or an earlier treatment in order to create a more normal appearance as well as surgery performed to restore symmetry after a mastectomy. Reconstructive services needed as a result of an earlier treatment are covered only if the first treatment would have been a covered service under this plan.
- Reconstructive Breast Surgery -following a mastectomy for reconstruction of the breast on which a mastectomy was performed, including an implant and areolar reconstruction. Also covered is surgery on a healthy breast to make it symmetrical with the reconstructed breast and *physical therapy* to treat complications of mastectomy including lymphedema.
- Respiratory Therapy.
- Sterilization Services - vasectomy services are covered. Sterilization and contraceptives for women are covered under [Preventive Care](#).
- Therapy Services - physical, speech and occupational therapy are limited to 90 visits (combined) per calendar year. This includes services needed due to *developmental delay*. A visit consists of no more than one hour of therapy. Covered expenses include charges for two therapy visits of no more than one hour in a 24-hour period.
- Transplants - any *medically necessary* human organ and stem cell/bone marrow transplants and transfusion performed as determined by the *claims administrator* including necessary acquisition procedures, collection and storage including *medically necessary* myeloablative therapy. Procedures must be performed in a *center of excellence* to be considered a covered expense. See Transplants and Limitations and Exclusions for important information.
- *Urgent Care* - Services received for a sudden, serious, or unexpected illness, *injury* or condition. *Urgent Care* is not considered an emergency. Care is needed right away to relieve pain, find out what is wrong or treat a health problem that is not life-threatening
- Vision Therapy.

Special Programs

Bariatric Surgery (weight loss surgery)

The Assurant Health Plan covers *bariatric surgery* if it is pre-certified and performed at a Blue Distinction *center of excellence* facility. If you need to travel to the *center of excellence* for the surgery, the Plan will cover certain travel expenses for you and a companion when the facility is more than 75 miles away from your home. Travel expenses are limited to \$10,000 per episode of care and there is a \$50 lodging maximum per day for double occupancy. Call Anthem at 855-285-4212 to pre-certify.

Home Health Care

All *home health care* services must be pre-certified. Limited to 200 visits per calendar year, combined In and out-of-Network (includes Home Infusion Therapy). *Covered services* include:

- Visits by a R.N. or L.P.N.
- Visits by a qualified physiotherapist, speech therapist and inhalation therapist certified by the National Board of Respiratory Therapy.
- Services provided by a licensed Medical Social Services Worker when *medically necessary* to enable you to understand the emotional, social and environmental factors resulting from or affecting your illness.
- Visits by a Home Health Nursing Aide when rendered under the direct supervision of an RN.
- Nutritional guidance.
- Administration or infusion of prescribed drugs; and
- Oxygen and its administration.

Covered services do **not** include:

- Services that are not *medically necessary* or of a non-skilled level of care.
- Convalescent or *custodial care* where you have spent a period of time for recovery of an illness or surgery and skilled care is not required or the services being rendered are only for aid in daily living (e.g., feeding, dressing, toileting).
- Dietician services.
- Maintenance therapy.
- Dialysis treatment.
- Food, housing, homemaker services, sitters, home -delivered meals.
- Services and supplies that are not included in the *home health care* plan.
- Services of a person who ordinarily resides in your home or is a member of your or your *spouse's*/domestic partner's family.
- Any services for any period during which you're not under the continuing care of a *physician*; and
- Any services or supplies not specifically listed as a covered.

Fertility Benefits

The Plan *covers certain fertility* services including ovulation induction, intrauterine insemination (IUI), and in-vitro fertilization (IVF) with one year of embryo storage when services are performed by an in-network provider. Coverage also includes medically necessary fertility preservation of eggs and sperm with one year of storage. These services must be pre-certified and are subject to a \$30,000 combined lifetime maximum benefit for fertility medical services, treatments, and prescriptions. The fertility benefit is available to all eligible members with or without a diagnosis of infertility.

In order to access and maximize this benefit, prior authorization by WINFertility is required prior to initiation of medical treatment. By applying the most medically appropriate treatments, access to care is intended to reduce risks and costs. Failure to initiate preauthorization of services for each service will result in a denial of benefits. Coverage is subject to available benefit at time of claim submission. Out-of-pocket

responsibilities may be applicable and should be verified prior to initiating services.

Covered Benefits:

1. Artificial Insemination (AI), Intrauterine Insemination (IUI), and Timed Intercourse (TI) cycles
 - a. with or without stimulation with oral agents (e.g., clomiphene citrate, letrozole).
2. Assisted Reproductive Technologies (ART):
 - a. Monitoring of ovarian stimulation by ultrasound and related hormone assays.
 - b. In Vitro Fertilization (IVF) Oocyte retrieval.
 - c. Embryology services to include: oocyte identification, sperm identification, in vitro fertilization (IVF), Intracytoplasmic Sperm Injection (ICSI), embryo culture, embryo thaw, embryo preparation for transfer, embryo cryopreservation.
3. ART related services:
 - a. Oocyte Thaw cycles and Frozen Embryo Transfer (FET) cycles (including use of donor eggs and donor embryos).
 - b. Oocyte cryopreservation cycles including one year of storage when a medical treatment will directly or indirectly lead to iatrogenic infertility (an impairment of fertility by surgery, radiation, chemotherapy, or other medical treatment affecting reproductive organs or processes).
 - c. Sperm cryopreservation including one year of storage when a medical treatment will directly or indirectly lead to iatrogenic infertility (an impairment of fertility by surgery, radiation, chemotherapy, or other medical treatment affecting reproductive organs or processes).
 - d. Embryo Biopsy for Preimplantation Genetic Testing (PGT), Preimplantation Genetic Testing (PGD) and Preimplantation Genetic Screening (PGS) subject to Anthem medical guidelines.
 - e. Storage of cryopreserved Embryos for up to 1 year beginning from the initial date of cryopreservation.

Benefit Specifics:

All frozen embryos (or all euploid frozen embryos, if PGT was performed) stored after a completed cycle with ovarian stimulation should be utilized prior to coverage availability for another ovarian stimulation cycle for IVF (unless the coverage is for a fertility preservation cycle) when clinically appropriate. Embryo transfer guidelines per the American Society of Reproductive Medicine (ASRM) should be followed for all embryo transfers (fresh and frozen cycles) and elective single embryo transfer should be utilized when clinically appropriate.

Exclusions: The following services are **not** covered:

1. Gonadotropin or menotropin stimulated ovulation induction cycles including monitoring of Timed Intercourse and IUI cycles unless member has a diagnosis of hypogonadotropic anovulatory disorders or hypopituitarism, or after member has not ovulated or conceived after a prior trial of 3 cycles or clomiphene citrate or letrozole.
2. If a member has undergone an elective sterilization procedure, they are not eligible for benefits unless they undergo a successful reversal; or WIN's consulting medical director determines that the reversal of the elective sterilization procedure is not medically indicated or will not improve the likelihood of conception due to multifactorial causes of infertility. Reversal of a sterilization procedure is not covered. However, the partner that did not elect voluntary sterilization could be eligible for benefits based on plan design.
3. Reversal of a voluntary sterilization is not covered.
4. Experimental or investigational medical and surgical procedures.
5. Services which are not medically appropriate.
6. Expenses for **procuring** Donated Oocytes or Sperm, including all medical expenses, travel expenses, agency, laboratory and donor fees, psychological *screening*, FDA testing for the donor and partner, genetics *screening* and all medications for the donor (e.g. suppression medications, stimulation medications).

7. Services which are not listed as covered in this benefit.

Refer to [Limitations and Exclusions](#) for important information. For more information about your Fertility benefits, contact WINFertility at 1-866-227-2690

Transplants

The following organ (solid organ, stem cell, bone marrow and tissue) transplants are covered by the Plan at the In-network level of benefits only if pre-certified and performed at a facility designated by Anthem Blue Cross and Blue Shield as a Blue Distinction *center of excellence* for the type of transplant being performed. All other facilities are subject to out of network *deductible* and *coinsurance*. Call Anthem at 855.285.4212 to pre-certify the procedure and to locate appropriate *Centers of Medical Excellence*.

- Heart
- Lung
- Heart/Lung
- Simultaneous Pancreas/Kidney
- Pancreas
- Liver
- Bone Marrow/Stem Cell

Please note that there are instances where your *provider* requests approval for Human Leukocyte Antigen (HLA) testing, donor searches and/or a collection and storage of stem cells prior to the final determination as to what transplant procedure will be requested. Under these circumstances, the HLA testing and donor search charges are covered as routine diagnostic testing. The collection and storage request will be reviewed for *medical necessity* and may be approved. However, such an approval for HLA testing, donor search and/or a collection and storage is NOT an approval for the subsequent requested transplant. A separate medical necessity determination will be made for the transplant procedure.

For services rendered in a Blue Distinction facility, the Plan will provide assistance with reasonable and necessary travel expenses as determined by Anthem when you obtain prior approval and are required to travel more than 75 miles from your residence to reach the facility where your *covered transplant procedure* will be performed. The Plan's assistance with travel expenses includes transportation to and from the facility, lodging and meals for the transplant recipient member and one companion for an adult member or two companions for a child patient. You must submit itemized receipts for transportation, meals and lodging expenses in a form satisfactory to Anthem when claims are filed. Anthem will follow Internal Revenue Service (IRS) guidelines in determining what expenses can be paid.

Refer to [Limitations and Exclusions](#) for important information.

Limitations and Exclusions

The following services are excluded from or limited by the Assurant Health Plan:

- Expenses incurred before coverage begins or after it ends.
- Admissions for non-*inpatient* services - admission or continued *hospital* or *skilled nursing facility* stay for medical care or diagnostic studies not medically required on an *inpatient* basis.
- Administrative charges - charges for any of the following:
 - Failure to keep a scheduled visit.
 - Completion of claim forms or medical records or reports unless otherwise required by law.
 - For *physician* or *hospital's* stand-by services.
 - For holiday or overtime rates.
 - Membership, administrative, or access fees charged by *physicians* or other *providers*. Examples

of administrative fees include, but are not limited to, fees charged for educational brochures or calling a patient to provide their test results and

- Specific medical reports including those not directly related to the treatment of the *Member*, e.g., employment or insurance physicals, and reports prepared in connection with litigation.
- Allergy Services - specific non-standard allergy services and supplies, including but not limited to, skin titration (Rinkle method), cytotoxicity testing (Bryan's Test), treatment of non-specific candida sensitivity and urine autoinjections.
- Alternative Therapies - services or supplies related to alternative or complementary medicine. Services in this category include, but are not limited to holistic medicine, homeopathy, hypnosis, aroma therapy, massage therapy at a salon, Reiki therapy, herbal, vitamin or dietary products or therapies, naturopathy, thermograph, orthomolecular therapy, contact reflex analysis, bioenergetic synchronization technique (BEST), iridology (study of the iris), biofeedback, recreational or educational sleep therapy or other forms of self-care or non-medical self-help training and any related diagnostic testing.
- Biomicroscopy - including field charting or aniseikonic investigation.
- Certain *Providers* - Service you get from *providers* that are not licensed by law to provide *covered services* as defined in this Booklet. Examples of non-covered *providers* include, but are not limited to, masseurs or masseuses (massage therapists), and physical therapist technicians.
- Charges or any portion of a charge in excess of the *maximum allowed amount* as determined by the *claims administrator* except for *surprise billing claims* as outlined in the Consolidated Appropriations Act of 2021 Notice.
- Christian Science Practitioner.
- Comfort and Convenience Items - personal comfort items such as those that are furnished primarily for your personal comfort or convenience, including those services and supplies not directly related to medical care, such as guest's meals and accommodations, barber services, telephone charges, radio and television rentals, homemaker services, travel expenses, take-home supplies, consumer wearable/personal mobile devices (such as a smart phone, smart watch, or other personal tracking devices), including any software or applications. Supplies, equipment and appliances that include comfort, luxury, or convenience items or features that exceed what is *medically necessary* in your situation. Reimbursement will be based on the maximum allowable Amount for a standard item that is a *covered service*, serves the same purpose, and is *medically necessary*. Any expense that exceeds the *maximum allowable Amount* for the standard item which is a *covered service* is your responsibility
- Complications of non-covered procedures.
- *Cosmetic surgery/Cosmetic Services/Beautification Procedures* - *cosmetic surgery*, reconstructive surgery, pharmacological services, nutritional regimens or other services for beautification or treatment relating to the consequences of, or as a result of, cosmetic surgery. This exclusion includes, but is not limited to, surgery to correct gynecomastia and breast augmentation procedures and otoplasties. Reduction mammoplasty and services for the correction of asymmetry, except when determined to be *medically necessary* by the *claims administrator* are not covered.

This exclusion does not apply to surgery to restore function if a body area has been altered by disease, trauma, congenital/developmental anomalies, or previous therapeutic processes. This exclusion does not apply to surgery to correct the results of injuries that caused the impairment, or as a continuation of a staged reconstruction procedure for congenital defects necessary to restore normal bodily functions, including but not limited to, cleft lip and cleft palate.

This exclusion does not apply to *breast reconstructive surgery*.

Complications directly related to cosmetic services treatment or surgery, as determined by the *claims administrator*, are not covered. This exclusion applies even if the original cosmetic services treatment or surgery was performed while the member was covered by another carrier or self-funded plan prior to coverage under this Plan. Directly related means that the treatment or surgery occurred as a direct result of the cosmetic services treatment or surgery and would not have taken place in the absence of the cosmetic services treatment or surgery. This exclusion does not apply to conditions including, but

not limited to: myocardial infarction; pulmonary embolism; thrombophlebitis; and exacerbation of co-morbid conditions.

- Court-ordered Services - or those required by court order as a condition of parole or probation
- Crime and Incarceration - injuries received while committing a crime as well as care required while incarcerated in a federal, state or local penal institution or required while in custody of federal, state or local law enforcement authorities, unless otherwise required by law or regulation. This exclusion does not apply if your involvement in the crime was solely the result of a medical or mental condition or where you were the victim of a crime, including domestic violence.
- *Custodial Care* and Rest Care - *custodial care*, domiciliary care, rest cures, or travel expenses even if recommended for health reasons by a *physician*. *Inpatient* room and board charges in connection with a *hospital* or *skilled nursing facility* stay primarily for environmental change, *physical therapy* or treatment of chronic pain.
- Daily Room Charges - daily room charges while the Plan is paying for an *intensive care*, cardiac care, or other special care unit.
- Dental Care - dental care and treatment and oral surgery (by *physicians* or *qualified dental professionals*) including dental surgery; dental appliances; dental prostheses such as crowns, bridges, or dentures; implants; orthodontic care; operative restoration of teeth (fillings); dental extractions; endodontic care; excision of radicular cysts or granuloma; treatment of dental caries, gingivitis, or periodontal disease by gingivectomies or other periodontal surgery; vestibuloplasties; alveoplasties; dental procedures involving teeth and their bone or tissue supporting structures; frenulectomy. Any treatment of teeth, gums or tooth related service except otherwise specified as covered in this Summary Plan Description.
- Educational Services - Educational services for remedial education including evaluation or treatment of learning impairment, minimal brain dysfunctions, learning disorders, behavioral and cognitive rehabilitation. This includes educational services, treatment or testing and training related to behavioral (conduct) problems, including but not limited to services for conditions related to autistic disease of childhood, hyperkinetic syndromes, including attention deficit disorder and attention deficit hyperactivity disorder, intellectual impairment and behavioral problems. Special education, including lessons in sign language to instruct a member whose ability to speak has been lost or impaired, to function without that ability is not covered.
- Excessive Expenses - expenses in excess of the Plan's *maximum allowed amount*.
- Employer or Association Medical/Dental Department - received from a dental or medical department maintained by or on behalf of an Employer, mutual benefit association, labor union, trust or similar person or group.
- *Experimental/Investigative* Services - treatments, procedures, equipment, drugs, devices or supplies (hereafter called "services") which are, in the *claims administrator's* judgment, experimental/ investigative for the diagnosis for which the member is being treated. Also, services, treatment or supplies not generally accepted in medical practice for the prevention, diagnosis or treatment of an illness or *injury*, as determined by the *claims administrator*. An *experimental/investigative* service is not made eligible for coverage by the fact that other treatment is considered by a member's physician to be ineffective or not as effective as the service or that the service is prescribed as the most likely to prolong life.
- Family Members - services rendered by a *provider* who is a close relative or member of your household. Close relative means wife or husband, parent or grandparent, child, brother or sister, by blood, marriage (including in-laws) or adoption.
- Foot Care - foot care only to improve comfort or appearance, routine care of corns, calluses, toe nails (except surgical removal or care rendered as treatment of the diabetic foot or ingrown toenail), flat feet, fallen arches, weak feet, chronic foot strain, or asymptomatic complaints related to the feet. Coverage is available, however, for *medically necessary* foot care required as part of the treatment of diabetes and for members with impaired circulation to the lower extremities.
- Free Services - services and supplies for which you have no legal obligation to pay or for which no

charge has been made or would be made if you had no health insurance coverage.

- Government Programs - treatment where payment is made by any local, state, or federal government (except Medicaid), or for which payment would be made if the member had applied for such benefits. Services that can be provided through a government program for which you as a *member* of the community are eligible for participation. Such programs include, but are not limited to, school speech and reading programs.
- Halfway House - services provided in a halfway house.
- Health Spa - expenses incurred at a health spa or similar facility.
- Hearing Aids - hearing aids, hearing devices or examinations for prescribing or fitting them.
- *Ineligible Hospital* - any services rendered or supplies provided while you're confined in an *ineligible hospital*.
- *Ineligible Provider* - any services rendered or supplies provided while you're a patient or receive services at or from an *ineligible provider*.
- *Inpatient Rehabilitation Programs* - *inpatient* rehabilitation in a *hospital* or *hospital*-based rehabilitation facility, when the *member* is medically stable and does not require *skilled nursing care* or the constant availability of a physician or:
 - The treatment is for maintenance therapy.
 - The treatment is for congenital learning or neurological impairment/disorder.
 - The treatment is for communication training, educational training or vocational training or
 - The member has no restorative potential.
- International Services - non-emergency treatment of chronic illnesses received outside the United States performed without pre-authorization. See the information on the [BlueCard Worldwide](#) program under Programs and Services through Anthem Blue Cross and Blue Shield.
- Maintenance Care - services which are solely performed to preserve the present level of function or prevent regression of functions for an illness, *injury* or condition which is resolved or stable.
- Marital Counseling - services and treatment related to religious counseling, marital/relationship counseling and sex therapy.
- *Medicare* Benefits - benefits available under *Medicare* or that would have been available if the member had applied for *Medicare*. With respect to end-stage renal disease (ESRD), *Medicare* shall be treated as the primary payor whether or not the member has enrolled *Medicare* Part B. Services provided pursuant to a private contract between the member and a *provider*, for which reimbursement under the *Medicare* program is prohibited, as specified in Section 1802 (42 U.S.C. 1395a) of Title XVIII of the Social Security Act. Medicare becomes the primary carrier if your enrolled domestic partner becomes eligible for Medicare due to age or disability while you are still actively employed. Costs can be significant if the domestic partner is not enrolled in Medicare Part B.
- Never Events - the Plan will not pay for errors in medical care that are clearly identifiable, preventable and serious in their consequences for patients, which indicate a problem exists in the safety and credibility of a health care facility. The *provider* will be expected to absorb such costs. This exclusion includes, but is not limited to, such errors as operating on the wrong side of the body, operating on the wrong part of the body, using the wrong procedure, or operating on the wrong patient.
- *Non-covered Services* - any item, service, supply or care not specifically listed as a *covered service* in this Summary Plan Description.
- Non-licensed *provider* - treatment or services provided by a non-licensed *provider*, or that do not require a license to provide; services that consist of supervision by a *provider* of a non-licensed person; services performed by a relative of a *member* for which, in the absence of any health benefits coverage, no charge would be made; services provided to the *member* by a local, state, or federal government agency, or by a public school system or school district, except when the plan's benefits must be provided by law; services if the *member* is not required to pay for them or they are provided to the *member* for free.
- Not *medically necessary* Services - Care, supplies, or equipment not *medically necessary*, as determined

by the *claims administrator*, for the treatment of an injury or illness. This includes, but is not limited to, care which does not meet the *claims administrator's* medical policy, clinical coverage guidelines or benefit policy guidelines.

- Nutritional Counseling except for members with diabetes or those diagnosed with an eating disorder.
- Obesity Services - Any services or supplies for the treatment of obesity, including but not limited to, weight reduction, medical care or *prescription drugs*, or dietary control (except as related to covered nutritional counseling). Nutritional supplements; services, supplies and/or nutritional sustenance products (food) related to enteral feeding except when it's the sole means of nutrition. Food supplements. Services for *inpatient* treatment of bulimia, anorexia or other eating disorders which consist of primarily of behavior modification, diet and weight monitoring and education. Any services or supplies that involve weight reduction as the main method of treatment, including medical, psychiatric care, or counseling. Weight loss programs included but are not limited to, commercial weight loss programs (Weight Watcher, Jenny Craig, and LA Weight Loss), nutritional supplements, appetite suppressants, and supplies of a similar nature. This exclusion does not apply to *bariatric surgery* when approved by the Plan.
- Over the Counter Drug Equivalents - Drugs, devices, products, or supplies with over the counter equivalents and any Drugs, devices, products, or supplies that are therapeutically comparable to an over the counter Drug, device, product, or supply. This exclusion does not apply to *over-the-counter* products that the Plan must cover as a preventive care benefit under federal law with a prescription.
- *Prescription Drugs* - Any *prescription drugs* purchased at a retail or Mail Service Pharmacy are not covered by Anthem Blue Cross and Blue Shield. Prescription benefits are provided through CVS Caremark. See [Prescription Drug Coverage](#) section of this Summary Plan Description.
- Private Duty Nursing - For Private Duty Nursing services except when provided through the [Home Health Care](#) benefit.
- Private Rooms - Private room, except as specified in *Covered Services*.
- Research Screenings - For examinations related to research *screenings*, unless required by law.
- Residential accommodations - Residential accommodations to treat medical or *behavioral health* conditions, except when provided in a *hospital, hospice, skilled nursing facility, or residential treatment center*.
- Reversal of Sterilization - Services related to or performed in conjunction with reverse sterilization.
- Routine Examinations - Routine physical examinations, screening procedures, and immunizations necessitated by employment, foreign travel or participation in school athletic programs, recreational camps or retreats or any insurance program which are not called for by known symptoms, illness or *injury* except those which may be specifically listed as [Preventive Care](#).
- Safe Surroundings. Care furnished to provide a safe surrounding, including the charges for providing a surrounding free from exposure that can worsen the disease or *injury*.
- Sclerotherapy. The treatment of varicose veins of the lower extremities including ultrasonic guidance for needle and/or catheter placement and subsequent ultrasound studies to assess the results of ongoing treatment of varicose veins of the lower extremities with sclerotherapy.
- Services Not Specified as Covered. No benefits are available for services that are not specifically described as *covered services* in this Summary Plan Description. This exclusion applies even if your *physician* orders the service.
- Sexual Dysfunction. Medical/surgical services or supplies for treatment of male or female sexual or erectile dysfunctions or inadequacies. This exclusion also includes penile prostheses or implants and vascular or artificial reconstruction, *prescription drugs*, and all other procedures and equipment developed for or used in the treatment of impotency, and all related diagnostic testing. Refer to [Prescription Drug Coverage](#).
- Shoes and Orthotics. Shoe inserts, orthotics (except when prescribed by a *physician* for diseases of the foot or systemic diseases that affect the foot such as diabetes when deemed *medically necessary*) and orthopedic shoes (except when an orthopedic shoe is an integral part of a covered leg brace).

- Smoking Cessation. Programs and treatment of nicotine addiction including gum, patches and *prescription drugs* to eliminate or reduce dependency on, or addiction to tobacco and tobacco products, unless otherwise required by law, are not covered through Anthem Blue Cross and Blue Shield. Certain Smoking Cessation programs and treatment are provided through the Assurant Wellbeing Program. Refer to the [Preventive Drug List](#) and [Wellbeing Program Offerings](#).
- Spider Veins. Treatment of telangiectatic dermal veins (spider veins) by any method.
- Supplies or Equipment (including *durable medical equipment*) not *medically necessary*. Supplies or equipment not *medically necessary* for the treatment of an *injury* or illness. Non-covered supplies are inclusive of but not limited to:
 - Band-aids, tape, non-sterile gloves, thermometers, heating pads, hot water bottles, home enema equipment, sterile water and bed boards;
 - Household supplies, including but not limited to, deluxe equipment, such as motor-driven chairs or bed, electric stair chairs or elevator chairs;
 - The purchase or rental of exercise cycles, physical fitness, exercise and massage equipment, ultraviolet/tanning equipment;
 - Water purifiers, hypo-allergenic pillows, mattresses, or waterbeds, whirlpool, spa or swimming pools, air purifiers, humidifiers, dehumidifiers;
 - Escalators, elevators, ramps, stair glides, emergency alert equipment, handrails, heat appliances improvements made to a member's house or place of business and adjustments made to vehicles;
 - Air conditioners, humidifiers, dehumidifiers, or purifiers;
 - Rental or purchase of equipment if you're in a facility which provides such equipment;
 - Consumer wearable / personal mobile devices (such as a smart phone, smart watch, or other personal tracking devices), including any software or applications;
 - Other items of equipment that the *claims administrator* determines do not meet the listed criteria;
 - Supplies, equipment and appliances that include comfort, luxury, or convenience items or features that exceed what is *medically necessary* in your situation. Reimbursement will be based on the maximum allowable amount for a standard item that is a *covered service*, serves the same purpose, and is *medically necessary*. Any expense that exceeds the maximum allowable amount for the standard item which is a *covered service* is your responsibility;
- Telecommunication or E-visits. Advice of consultation given by any form of telecommunication, except as outlined under [LiveHealth Online](#) and medical or mental health visits performed by in-network *providers* who have the ability to provide audio/visual visits using the internet via webcam or other mobile device. Telephonic-only and all *out-of-network* telehealth services are excluded.
- Temporomandibular joint disorder (TMJ) treatment.
- Thermograms and thermography.
- Therapy Services. Services for outpatient therapy or rehabilitation other than those specifically listed as covered in this Summary Plan Description. Excluded forms of therapy include, but are not limited to, vestibular rehabilitation, primal therapy, chelation therapy, rolfing, psychodrama, megavitamin therapy, purging, bioenergetic therapy, in-home wrap around treatment, wilderness therapy, and boot camp therapy, salabrasion, chemosurgery and other such skin abrasion procedures associated with the removal of scars, tattoos, actinic changes and/or which are performed as a treatment for acne. Note: tattoos applied to assist in covered medical treatments, such as markers for radiation therapy are covered
- Transplant Services. The following services and supplies rendered in connection with organ/tissue/bone marrow transplants:
 - Surgical or medical care related to animal organ transplants, animal tissue transplants, (except for porcine heart valves) artificial organ transplants or mechanical organ transplants;
 - Transportation, travel or lodging expenses for more than one non-donor travel companion;
 - Donation related services or supplies, including search, associated with organ acquisition and procurement;
 - Chemotherapy with autologous, allogenic or syngenic hematopoietic stem cells transplant for treatment of any type of cancer not specifically named as covered;

- Any transplant not specifically listed as covered.
- Transportation provided by other than a state licensed professional *ambulance service*, and *ambulance services* other than for an emergency *medical condition*. Transportation to another area for medical care is also excluded except when *medically necessary* for you to be moved by ambulance from one *hospital* to another *hospital*. Ambulance transportation from the *hospital* to the home is not covered.
- Travel Costs and Mileage except as authorized by the *claims administrator*, on behalf of the company.
- Trusses, corsets and other support items.
- Vision care services and supplies, including but not limited to eyeglasses, contact lenses and related examinations and services. Analysis of vision or the testing of its acuity except as otherwise indicated under Preventive Care. Service or devices to correct vision or for advice on such service. Orthoptic training is covered. This exclusion does not apply for initial prosthetic lenses or sclera shells following intraocular surgery, or for soft contact lenses due to a medical condition, i.e. diabetes.
- Vein Treatment - Treatment of varicose veins or telangiectatic dermal veins (spider veins) by any method (including sclerotherapy or other surgeries) for cosmetic purposes.
- Vision Surgeries. Related to radial keratotomy or keratomileusis or excimer laser photo refractive keratectomy; and surgery, services or supplies for the surgical correction of nearsightedness and/or astigmatism or any other correction of vision due to a refractive problem.
- Vitamins, minerals and food supplement, as well as vitamin injections not determined to be *medically necessary* in the treatment of a specific illness. Nutritional supplements; services, supplies and/or nutritional sustenance products (food) related to enteral feeding, except when determined to be *medically necessary*.
- Waived Cost-Shares *out-of-Network* - For any service for which you're responsible under the terms of this Plan to pay a copayment, *coinsurance* or deductible and the copayment, *coinsurance* or deductible is waived by an *out-of-network provider*.
- Waived Fees - Any portion of a *provider's* fee or charge which is ordinarily due from a *member* but which has been waived. If a *provider* routinely waives (does not require the *Member* to pay) a Deductible or *out-of-Pocket* amount, the *claims administrator* will calculate the actual *Provider* fee or charge the fee or charge by the amount waived.
- War/Military Duty. Any disease or *injury* resulting from a war, declared or not, or any military duty or any release of nuclear energy. Charges for services directly related military service provided or available from the Veterans' Administration or military facilities also are excluded except as required by law.
- Worker's Compensation. Care for any condition or *injury* recognized or allowed as a compensable loss through any *workers' compensation*, occupational disease or similar law. If workers' compensation benefits are not available to you, then this exclusion does not apply. This exclusion applies if you receive the benefits in whole or in part. This exclusion also applies whether or not you claim the benefits or compensation. It also applies whether or not you recover from any third party.

Coordination of Benefits

Some people have coverage under more than one group medical plan. Coordination of benefits provisions determine which plan is the primary carrier - the one that must pay benefits first. Assurant's Health Plan has a coordination of benefits provision. The following is a summary of these rules:

- The benefit plan without a coordination of benefits provision will pay benefits before a plan that contains such a provision.
- The plan that covers a person as an employee pays benefits before the plan that covers the person as a dependent. For example, Assurant's Health Plan is the primary carrier for your expenses. Your *spouse's* or domestic partner's plan is primary for his or her expenses.
- The plan of the parent born earlier in the year is the primary carrier for a dependent child. In the case of a divorce or separation, the plan of the parent with custody is the primary plan, unless a court decree names one parent responsible for providing medical coverage.
- The plan that covers a person as an active employee will pay benefits before a plan that covers the

person as a retiree or former employee.

- If the above four rules do not establish a primary plan, then the plan that has covered the person longer is primary.

Secondary to Other Coverage

The Plan shall be secondary in coverage to any medical payments provision, no-fault automobile insurance policy, or personal Injury protection policy regardless of any election made by anyone to the contrary. The Plan shall also be secondary to any excess insurance policy, including, but not limited to, school and/or athletic policies. This provision applies notwithstanding any coordination of benefits term to the contrary.

You should review your automobile insurance policy and ensure that uncoordinated medical benefits have been chosen so that the automobile insurance policy is the primary payer.

The Assurant Health Plan is administered under a maintenance of benefits (MOB) payment method. Under MOB, when the Assurant Health Plan is the secondary carrier, the benefit payable under the primary carrier will be deducted from the benefit normally paid by the Plan. You'll receive benefits up to but no greater than what you would have received under the Assurant Health Plan if there was no other medical plan.

Medicare Coverage

Generally, when an individual is covered under the Assurant Health Plan and *Medicare*, *Medicare* is the primary carrier. However, if you or your enrolled *spouse* becomes **eligible** for *Medicare* due to age or disability while you're **actively** employed, the Assurant Health Plan will continue to be your primary carrier. In this situation you may want to consider postponing **enrolling** in *Medicare* Parts B and C - which have monthly *premiums* - until you retire or terminate employment. For enrolled domestic partners, the Assurant Health Plan will not be the primary carrier if the enrolled domestic partner becomes eligible for *Medicare* due to age or disability while you're actively employed. *Medicare* will be the primary carrier. Please refer to [Medicare.gov](https://www.medicare.gov) for more details on when you should enroll, and when you're allowed to delay enrollment without penalties.

If you delayed enrolling in *Medicare* Part B because you had group health coverage as an active employee, you have an eight-month special *Medicare* Part B enrollment period that begins when you retire or terminate employment. If you enroll during the first month of the eight-month period, your *Medicare* Part B coverage will be effective on the first day of that month. If you enroll during any of the remaining seven months, your coverage will be effective the first of the month following the month in which you enroll. There are two important reasons to enroll in *Medicare* on a timely basis:

- Benefits under COBRA and the Assurant Retiree Medical Plan assume that you're enrolled in *Medicare* and will be reduced by any *Medicare* benefits that would have been available to you if you had enrolled on a timely basis.
- Your *Medicare* Part B premium may be higher if you don't enroll during the special enrollment period.

Claims Payment

Participating *providers* have agreed to submit claims directly to the local Blue Cross and/or Blue Shield plan in their area. Therefore if participating network *hospitals*, *physicians* and ancillary *providers* are used, claims for their services will generally not have to be filed by the *member*. In addition, many *out-of-network hospitals* and *physicians* will also file claims if the information on the BlueCross BlueShield Identification Card is provided to them. If the *provider* requests a claim form to file a claim, a claim form can be obtained at [MyAssurantBenefits.com](https://www.MyAssurantBenefits.com) or by contacting the People Experience Center.

Please note you may be required to complete an authorization form in order to have your claims and other personal information sent to the *claims administrator* when you receive care in foreign countries. Failure to submit such authorizations may prevent foreign *providers* from sending your claims and other personal information to the *claims administrator*.

You will be required to pay a portion of the *maximum allowed amount* to the extent you have not met your

Deductible or have a *copayment or coinsurance*. Except for *surprise billing claims**, when you receive *covered services* from an *out-of-network provider*, you may be responsible for paying any difference between the *maximum allowed amount* and the *provider's actual charges*. This amount can be significant.

**Surprise billing claims are described in the Consolidated Appropriations Act of 2021 Notice section at the front of this Benefit Booklet. Please refer to that section for further details.*

How to File Claims

Under normal conditions, the *claims administrator* should receive the proper claim form within twelve (12) months after the service was provided. This section describes when to file a benefits claim and when a *hospital or physician* will file the claim for you.

Each person enrolled through the Plan receives an Identification Card. Remember, in order to receive full benefits, you must receive treatment from a *network provider*. When admitted to a *network hospital*, present your identification card. Upon discharge, you'll be billed only for your portion of the deductible or *coinsurance*, or for any charges not covered by the Plan.

When you receive *covered services* from a *network physician* or other *network provider*, ask him or her to complete a claim form. Payment for *covered services* will be made directly to the *provider*.

For health care expenses other than those billed by a *network provider*, use a claim form to report your expenses. You may obtain a claim form from [MyAssurantBenefits.com](https://www.MyAssurantBenefits.com) or by contacting the People Experience Center. Claims should include your name, Plan and Group numbers exactly as they appear on your Identification Card. Attach all bills to the claim form and file directly with the *claims administrator*. Be sure to keep a photocopy of all forms and bills for your records. The address is on the claim form.

Save all bills and statements related to your illness or *Injury*. Make certain they are itemized to include dates, places and nature of services or supplies.

Member Rights and Responsibilities

As a *member* you have rights and responsibilities when receiving health care. As your health care partner, the *claims administrator* wants to make sure your rights are respected while providing your health benefits. That means giving you access to the *claims administrator's network health care providers* and the information you need to make the best decisions for your health. As a *member*, you should also take an active role in your care.

You have the right to:

- Speak freely and privately with your health care *providers* about all health care options and treatment needed for your condition no matter what the cost or whether it is covered under your Plan.
- Work with your Doctors to make choices about your health care.
- Be treated with respect and dignity.
- Expect the *claims administrator* to keep your personal health information private by following the *claims administrator's privacy policies*, and state and Federal laws.
- Get the information you need to help make sure you get the most from your health Plan and share your feedback. This includes information on:
 - The *claims administrator's* company and services.
 - The *claims administrator* network of health care *providers*.
 - Your rights and responsibilities.
 - The rules of your health plan.
 - The way your Health Plan works.
- Make a complaint or file an *appeal* about:

- Your health Plan and any care you receive.
- Any *covered service* or benefit decision that your health plan makes.
- Say no to care, for any condition, sickness or disease, without having an effect on any care you may get in the future. This includes asking your doctor to tell you how that may affect your health now and in the future.
- Get the most up-to-date information from a health care *provider* about the cause of your illness, your treatment and what may result from it. You can ask for help if you do not understand this information.
- Get help at any time, by calling the Member Services number located on the back of your Identification Card or by visiting [anthem.com](https://www.anthem.com).

You have the responsibility to:

- Read all information about your health benefits and ask for help if you have questions.
- Follow all health plan rules and policies.
- Choose a Network Primary Care *Physician*, also called a PCP, if your plan requires it..
- Treat all doctors, health care *providers* and staff with respect.
- Keep all scheduled appointments. Call your health care *provider's* office if you may be late or need to cancel.
- Understand your health problems as well as you can and work with your health care *providers* to make a treatment plan that you all agree on.
- Inform your health care *providers* if you don't understand any type of care you're getting or what they want you to do as part of your care plan.
- Follow the health care plan that you have agreed on with your health care *providers*.
- Give the *claims administrator*, your doctors and other health care *providers* the information needed to help you get the best possible care and all the benefits you're eligible for under your health plan. This may include information about other health insurance benefits you have along with your coverage with the plan.
- If you have any changes to your name or address, make the change directly in MyHR. If you experience a qualified life event and need to change the *family members* covered under your plan, submit the life event change in MyHR.

If you would like more information, have comments, or would like to contact the *claims administrator*, please go to [anthem.com](https://www.anthem.com) and select Customer Support > Contact Us. Or call the Member Services number on your identification card.

The *claims administrator* wants to provide high quality customer service to our members. Benefits and coverage for services given under the plan are governed by the Assurant's plan and not by this *member Rights and Responsibilities* statement.

Inter-Plan Arrangements

Out-of-Area Services

Anthem BCBS has a variety of relationships with other Blue Cross and/or Blue Shield Licensees. Generally, these relationships are called "Inter-Plan Arrangements." These Inter-Plan Arrangements work based on rules and procedures issued by the Blue Cross Blue Shield Association ("Association"). Whenever you access healthcare services outside the geographic area the *claims administrator* serves (the Anthem BCBS "Service Area"), the claim for those services may be processed through one of these Inter-Plan Arrangements. The

Inter-Plan Arrangements are described below.

When you receive care outside of the Anthem BCBS Service Area, you will receive it from one of two kinds of *providers*. Most *providers* (“participating *providers*”) contract with the local Blue Cross and/or Blue Shield Plan in that geographic area (“Host Blue”). Some *providers* (“nonparticipating *providers*”) don’t contract with the Host Blue. Explained below is how both kinds of *providers* are paid.

Inter-Plan Arrangements Eligibility - Claim Types

Most claim types are eligible to be processed through Inter-Plan Arrangements, as described above. Examples of claims that are not included are *prescription drugs* that you obtain from a Pharmacy and most dental or vision benefits.

A. BlueCard® Program

Under the BlueCard® Program, when you receive *covered services* within the geographic area served by a Host Blue, the *claims administrator* will still fulfill its contractual obligations. But, the Host Blue is responsible for (a) contracting with its *providers*; and (b) handling its interactions with those *providers*.

When you receive *covered services* outside the Anthem/Empire/Anthem BCBS Service Area and the claim is processed through the BlueCard® Program, the amount you pay is calculated based on the lower of:

The billed charges for *covered services*; or

The negotiated price that the Host Blue makes available to the *claims administrator*.

Often this “negotiated price” will be a simple discount that reflects an actual price that the Host Blue pays to the *provider*. Sometimes, it is an estimated price that takes into account special arrangements with that *provider*. Sometimes, such an arrangement may be an average price, based on a discount that results in expected average savings for services provided by similar types of *providers*. Estimated and average pricing arrangements may also involve types of settlements, incentive payments and/or other credits or charges.

Estimated pricing and average pricing also take into account adjustments to correct for over- or underestimation of past pricing of claims, as noted above. However, such adjustments will not affect the price the Plan used for your claim because they will not be applied after a claim has already been paid.

B. Negotiated (non-BlueCard Program) Arrangements

With respect to one or more Host Blues, instead of using the BlueCard Program, Anthem BCBS may process your claims for *covered services* through Negotiated Arrangements for National Accounts.

The amount you pay for *covered services* under this arrangement will be calculated based on the lower of either billed charges for *covered services* or the negotiated price (refer to the description of negotiated price under Section A. BlueCard Program) made available to Anthem BCBS by the Host Blue.

C. Special Cases: Value-Based Programs

BlueCard® Program

If you receive *covered services* under a Value-Based Program inside a Host Blue’s Service Area, you will not be responsible for paying any of the *provider* Incentives, risk-sharing, and/or Care Coordinator Fees that are a part of such arrangement, except when a Host Blue passes these fees to Anthem BCBS through average pricing or fee schedule adjustments. Additional information is available upon request.

Value-Based Programs: Negotiated (non-BlueCard Program) Arrangements

If Anthem BCBS has entered into a Negotiated Arrangement with a Host Blue to provide Value-Based Programs to the Employer on your behalf, Anthem BCBS will follow the same procedures for Value-Based Programs administration and Care Coordinator Fees as noted above for the BlueCard Program.

D. Inter-Plan Programs: Federal/State Taxes/Surcharges/Fees

Federal or state laws or regulations may require a surcharge, tax or other fee. If applicable, the Plan will include any such surcharge, tax or other fee as part of the claim charge passed on to you.

E. Nonparticipating Providers Outside the Claims Administrator's Service Area

The pricing method used for nonparticipating *provider* claims incurred outside the Anthem BCBS Service Area is described in claims payment.

F. Blue Cross Blue Shield Global Core® Program

If you plan to travel outside the United States, call Member Services to find out your Blue Cross Blue Shield Global Core® benefits. Benefits for services received outside of the United States may be different from services received in the United States. Remember to take an up-to-date health Identification Card with you.

When you are traveling abroad and need medical care, you can call the Blue Cross Blue Shield Global Core® Service Center any time. They are available 24 hours a day, seven days a week. The toll free number is 800-810-2583. Or you can call them collect at 804-673-1177.

If you need Inpatient hospital care, you or someone on your behalf, should contact the *claims administrator* for preauthorization. Keep in mind, if you need Emergency medical care, go to the nearest hospital. There is no need to call before you receive care.

Please refer to the [Health Care Management - Pre-certification section](#) in this Booklet for further information. You can learn how to get preauthorization when you need to be admitted to the hospital for emergency or non-emergency care.

How Claims are Paid with Blue Cross Blue Shield Global Core®

In most cases, when you arrange Inpatient hospital care with Blue Cross Blue Shield Global Core®, claims will be filed for you. The only amounts that you may need to pay up front are any copayment, *coinsurance* or deductible amounts that may apply.

You will typically need to pay for the following services up front:

- Doctors services;
- Inpatient hospital care not arranged through Blue Cross Blue Shield Global Core®; and Outpatient services.

You will find the address for mailing the claim on the form.

When you need Blue Cross Blue Shield Global Core® claim forms you can get international claims forms in the following ways:

- Call the Blue Cross Blue Shield Global Core® Service Center at the numbers above; or
- Online at www.bcbsglobalcore.com
- You will find the address for mailing the claim on the form.

Unauthorized Use of Identification Card

If you permit your identification card to be used by someone else or if you use the card before coverage is in effect or after coverage has ended, you'll be liable for payment of any expenses incurred resulting from the unauthorized use. Fraudulent misuse could also result in termination of the coverage. Fraudulent statements on enrollment forms and/or claims for services or payment involving all media (paper or electronic) may invalidate any payment or claims for services and be grounds for voiding the *member's* coverage. This includes fraudulent acts to obtain *medical services* and/or *prescription drugs*.

Questions About Coverage or Claims

If you have questions about your coverage, contact your Plan Administrator or the *claims administrator's* Member Services Department. Be sure to always give your member identification number.

When asking about a claim, give the following information:

- identification number;
- patient's name and address;
- date of service and type of service received; and
- *Provider* name and address (Hospital or Physician).

To find out if a Hospital or Physician is a *network provider*, call them directly or call the *claims administrator*.

The Plan does not supply you with a Hospital or Physician. In addition, neither the Plan nor the *claims administrator* is responsible for any Injuries or damages you may suffer due to actions of any Hospital, Physician or other person. In order to process your claims, the *claims administrator* or the Plan Administrator may request additional information about the medical treatment you received and/or other group health insurance you may have. This information will be treated confidentially.

An oral explanation of your benefits by an employee of the *claims administrator*, Plan Administrator or Plan Sponsor is not legally binding.

Any correspondence mailed to you will be sent to your most current address. You are responsible for notifying the Plan Administrator or the *claims administrator* of Your new address.

Programs and Services through Anthem BlueCross BlueShield

Anthem.com

[Anthem.com](https://www.anthem.com) is a great place to start if you have questions about using your health care coverage. It is your online resource for personalized benefits and health information. You simply log on to register. Once you register you can:

- Find *providers* in the Anthem network.
- Print a temporary ID card and/or request a permanent one.
- Review your covered dependents.
- Contact Member Services.
- Check explanation of benefits statements for your claims.
- Access general sources of health information.
- Get discounts on over 50 products and services that help promote better health and wellbeing.
- Get great discounts on vision care from 1-800 CONTACTS and Premier Lasik Network.

ComplexCare

If you're at risk for frequent and high levels of medical care, the ComplexCare program reaches out to you to offer support and assistance in managing your health care needs. ComplexCare empowers you for self-care of your condition(s), while encouraging positive health behavior changes through ongoing interventions.

ComplexCare nurses will work with you and your *physician(s)* to offer:

- Personalized attention, goal planning, health and lifestyle coaching.
- Strategies to promote self-management skills and medication adherence.
- Resources to answer health-related questions about specific treatments.
- Access to other essential health care management programs and
- Coordination of care between multiple *providers* and services.

The program helps you effectively manage your health to improve your health status and quality of life, as well as decreased use of acute medical services.

ConditionCare

ConditionCare programs help maximize your health status, improve health outcomes and control health care expenses associated with the following conditions:

- Asthma (pediatric and adult).
- Diabetes (pediatric and adult).
- Heart failure.
- Coronary artery disease; and
- Chronic obstructive pulmonary disease.

You'll get 24/7 phone access to a nurse coach who can answer your questions and give you up-to-date information about your condition, a health review and follow-up calls if you need them. You also have access to tips on prevention and lifestyle choices to help you improve your quality of life.

Future Moms

The Future Moms program offers a guided course of care and treatment, leading to overall healthier outcomes for mothers and their newborns. Future Moms helps routine to high-risk expectant mothers focus on early prenatal interventions, risk assessments and education. The program includes special management emphasis for expectant mothers at highest risk for premature birth or other serious maternal issues. The program consists of nurse coaches, supported by pharmacists, registered dietitians, social workers and medical directors. You'll get:

- 24/7 phone access to a nurse coach who can talk with you about your pregnancy and answer your questions.
- Your Pregnancy Week by Week, a book to show you what changes you can expect for you and your baby over the next nine months.
- Useful tools to help you, your doctor and your Future Moms nurse coach track your pregnancy and spot possible risks.

Autism Spectrum Disorders (ASD) Program

The ASD Program is comprised of a specialized, dedicated team of clinicians within Anthem who have been trained on the unique challenges and needs of families with a member who has a diagnosis of ASD. Anthem provides specialized case management services for members with autism spectrum disorders and their families.

For families touched by ASD, Anthem's Autism Spectrum Disorders Program provides support for the entire family, giving assistance wherever possible and making it easier for them to understand and utilize care - resulting in access to better outcomes and more effective use of benefits. The ASD Program has three main components:

Education

- Educates and engages the family on available community resources, helping to create a system of care around the member.
- Increase knowledge of disorder, resources, and appropriate usage of benefits.

Guidance

- Increased follow-up care encouraged by appointment setting, reminders, attendance confirmation, proactive discharge planning, and referrals.
- Assure that parents and siblings have the best support to manage their own needs.

Coordination

- Enhanced member experience and coordination of care.
- Assistance in exploration of medical services that may help the member, including referrals to medical case management.
- Licensed Behavior Analysts and Program Managers provide support and act as a resource to the interdisciplinary team, helping them navigate and address the unique challenges facing families with an autistic child.

LiveHealth Online

LiveHealth Online provides certain professional services online 24/7 for generally less money than the average doctor visit or trip to the emergency room. LiveHealth Online connects Assurant Health Plan *members* to board-certified doctors via live two-way video from your personal computer, tablet or mobile device. This service is available to all active employees, regardless of whether you participate in the Assurant Health Plan. However if you're enrolled in the Assurant Health Plan, any costs associated with your online visit will be applied toward your deductible and *coinsurance*. LiveHealth Online is provided as a convenience. Questions should be addressed to LiveHealth Online directly at 1-855-603-7985.

Future Moms with Breastfeeding Support is available on LiveHealth Online. You can have secure and private video chats with a certified lactation consultant, counselor or registered dietitian at no cost when using Future Moms with Breastfeeding Support on LiveHealth Online. These professionals will be able to provide personalized support to help you with breastfeeding techniques, and consult about milk production, baby hunger cues, foods to avoid, postpartum nutrition and more. Sign up for free at livehealthonline.com or on the mobile app.

MyHealth Advantage

MyHealth Advantage is a free service that helps keep you and your bank account healthier. Here's how it works: Anthem reviews your incoming health claims to see if they can save you any money. Anthem can check to see what medications you're taking and alert your doctor if they spot a potential drug interaction. Anthem also keeps track of your routine tests and checkups, reminding you to make these appointments by mailing you MyHealth Notes. MyHealth Notes summarize your recent claims. From time to time, Anthem offers tips to save you money on *prescription drugs* and other health care supplies.

NurseLine

You may have emergencies or questions for nurses around-the-clock. The NurseLine provides you with accurate health information any time of the day or night. Through one-on-one counseling with experienced nurses, you can make more informed decisions about the most appropriate and cost-effective use of health care services. A staff of experienced nurses is trained to address common health care concerns such as medical triage, education, access to health care, diet, social/family dynamics and mental health issues. The NurseLine is available 24 hours a day, seven days a week at 1-800-700-9184. Specifically, the 24/7 NurseLine features:

- A skilled clinical team - RN-licensed nurses who help *members* assess symptoms, understand medical conditions, ensure *members* receive the right care in the right setting and refer you to programs and tools appropriate to your condition.
- Bilingual RNs, language line and hearing impaired services.
- Access to the AudioHealth Library, containing hundreds of audiotapes on a wide variety of health topics.
- Proactive callbacks within 24 to 48 hours for members referred to 911 *emergency services*, poison control and pediatric *members* with needs identified as either emergent or urgent; and
- Referrals to relevant community resources.

Livongo

The Livongo for Diabetes program helps make living with Type 1 or Type 2 diabetes easier. Once enrolled, eligible participants receive an advanced and connected blood glucose meter, unlimited strips and lancets, insights with every reading and coaches to support you along the way, all at no cost to you. The program is completely confidential and offered to employees and dependents living with a diabetes diagnosis and covered under the Assurant Health Plan. If you qualify, register at join.livongo.com/assurant or call 1-800-945-4355. Use registration code: Assurant.

Sydney Health Mobile App

The Sydney Health mobile app is a powerful and personalized health app that simplifies the healthcare experience. Sydney is a highly intelligent and personalized experience that supports members on the go by providing visibility into claims information, helps in finding and scheduling care, accessing digital member ID cards, as well as delivering personalized recommendations depending on where you are in your health journey. Sydney is also there to support members with setting personal goals and challenges, tracking steps, nutrition & sleep, and curated news articles that align with each member's interest.

With the Sydney Health mobile app, you can view all your benefits and access wellness tools to improve your overall health. It brings your benefits and health information together in one convenient place so you can make the most of your benefits while taking care of your health. The app can help to:

- Remind you about important Preventive Care needs.
- Guide you with insights based on your history and changing health needs.
- Empower you with personalized tools to find and compare healthcare *providers* and check costs.

Identity Protection Services

Identity protection services are available with your Anthem health plans. To learn more about these services, please visit <https://anthemcares.allclearid.com/>.

Find Care

Quality and price for health care can be different depending on where you go, and cost isn't necessarily related to the quality of care you can expect to receive. For example, if you need an MRI of the knee in DeKalb County, GA., the cost of an MRI from *network providers* ranges from \$561 to \$1,656. Unless you already have met your *out-of-pocket maximum* for the year, you'll be paying at least a portion of the cost. Your choice of *providers* has a direct impact on your wallet.

Find Care lets you compare *network providers*, facilities and services based on quality, cost and convenience. Find Care, on anthem.com, or with the Sydney Health mobile app, is available to employees and their eligible adult dependents enrolled in the Assurant Health Plan. It can help you make smart health care decisions for your family by:

- Comparing *network providers* and medical services in your area based on the price you'll pay and quality of care other patients have received.
- Seeing personalized cost estimates that take into account your Health Plan option and whether you've already met your deductible.

Health Plan Individual Case Management

The *claims administrator's* individual health plan case management programs (Case Management) helps coordinate services for members with health care needs due to serious, complex, and/or chronic health conditions. The *claims administrator's* programs coordinate benefits and educate members who agree to take part in the Case Management program to help meet their health-related needs.

The *claims administrator's* Case Management programs are confidential and voluntary and are made available at no extra cost to you. These programs are provided by, or on behalf of and at the request of, your health plan Case Management staff. These Case Management programs are separate from any *covered services* you're receiving. If you meet program criteria and agree to take part, the *claims administrator* will help you meet your identified health care needs. This is reached through contact and team work with you and/or your authorized representative, treating *physician(s)*, and other *providers*.

In addition, the *claims administrator* may assist in coordinating care with existing community-based programs and services to meet your needs. This may include giving you information about external agencies and community-based programs and services.

In certain cases of severe or chronic illness or *injury*, the Plan may provide benefits for alternate care that is not listed as a *covered service*. The plan may also extend *covered services* beyond the benefit maximums

of this plan. The *claims administrator* will make any recommendation of alternate or extended benefits to the plan on a case-by-case basis, if at the *claims administrator's* discretion the alternate or extended benefit is in the best interest of you and the plan and you or your authorized representative agree to the alternate or extended benefit in writing. A decision to provide extended benefits or approve alternate care in one case does not obligate the plan to provide the same benefits again to you or to any other *member*. The plan reserves the right, at any time, to alter or stop providing extended benefits or approving alternate care. In such case, the *claims administrator* will notify you or your authorized representative in writing.

Wellbeing Program Offerings

Assurant strives to offer employees sufficient resources to protect what matters most to you - your physical, emotional, social and financial wellbeing. You can take advantage of most of these wellness programs even if you're not enrolled in the Assurant Health Plan.

Live Well is Assurant's wellbeing program. In addition to the free in-network preventive care and free generic preventive drugs that are offered under the Assurant Health Plan, Assurant wants you to take charge of your wellbeing with the personalized MyWellbeing website that can help you make positive lifestyle changes. Participate in "challenges," take your Wellbeing Assessment, register for a Health Screening, and get personalized coaching (online or by phone). As you track your progress, you can earn rewards.

To access the wellbeing programs and MyWellbeing website, visit MyAssurantBenefits.com > Live Well.

Your personal health information is not maintained on any Assurant data system. Your privacy is protected by federal law and Assurant does not have access to your personal health information or to individual answers you provide on the online Health Assessment tool.

Wellbeing Rewards

You can earn points toward wellbeing contributions to your Health Reimbursement Account (HRA) or Health Savings Account (HSA) and gift cards by completing certain wellness activities. If you waive health plan coverage, you can receive rewards as taxable income in your pay.

Online Wellbeing Assessment

When it comes to making healthy changes in your life, sometimes it's hard to know where to start. The Wellbeing Assessment is a great way to get a snapshot of your current health status. Once you complete the questionnaire, you'll receive personalized recommendations to help you improve your health or lower your health risks. You also may become eligible for additional wellbeing programs and tools. Your *spouse/domestic partner* also may participate in the MyWellbeing program as long as Assurant has their information. If your *spouse / domestic partner* is covered under the Assurant Health Plan, MyWellbeing will automatically receive their information and if not, you may add the dependent information to MyHR even if you don't elect to cover him/her under any benefits.

Lifestyle Management Programs

After you complete the Wellbeing Assessment and receive your personalized health status report, you can take advantage of the MyWellbeing Lifestyle Management programs.

Prescription Drug Coverage

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Prescription Drug Coverage

Coverage for outpatient *prescription drugs* is administered by CVS Caremark. CVS Caremark is one of the largest *providers* of pharmacy benefits with more than 68,000 participating retail pharmacies nationwide. Most major drug chains and many small, independent pharmacies are part of the CVS Caremark network. They also provide mail order service for maintenance medications through their state-of-the-art facility in Mt. Prospect, Ill.

Most prescriptions drugs, that are approved by the U.S. Food and Drug Administration (FDA) and prescribed to manage or treat medical conditions such as an illness or *injury*, are covered under the Assurant Health Plan. To obtain information on medications, register on the CVS Caremark website at [caremark.com](https://www.caremark.com). Click on Learn About Medications, then Drug Reference and Interactions.

The Assurant Health plan pays benefits only for prescription drug expenses that are *medically necessary*.

How the Prescription Drug Program Works

The Prescription Drug Program is part of Assurant's Health Plan. It shares a single deductible with your other covered expenses as shown on the [Health Plan At-a-Glance](#) chart.

Network-based Benefits

When you get your prescriptions from an in-network pharmacy, your costs are lower. For maintenance medications, or medications that you fill monthly, your costs are lower when these are filled at a CVS pharmacy or through the mail-order service for a 90-day supply. Go to [caremark.com](https://www.caremark.com) to locate a network CVS Caremark pharmacy near you.

You must present your ID card to the network pharmacy every time you get a prescription filled to be eligible for network benefits. Your prescription ID card is the same ID card from Anthem that you use for medical services. The network pharmacy will calculate your claim online. You'll pay any *deductible*, if applicable and *coinsurance* directly to the pharmacy. You do not have to complete or submit claim forms. The pharmacy will take care of the claim submissions.

Using an *out-of-network* pharmacy is likely to cost you more money. You'll be responsible for your usual share of the cost (for example, 50% up to \$50 per script) plus the difference between the full retail price of the drug at the non-participating pharmacy and CVS Caremark's discounted price. Not only will you probably pay more when using an *out-of-network* pharmacy, but you'll have to pay for your prescriptions up front, file the claim with CVS Caremark and wait for reimbursement. Claim forms are available at [caremark.com](https://www.caremark.com). You'll then need to submit a claim form along with a copy of the detailed pharmacy receipt to CVS Caremark to receive reimbursement.

Dispense as Written

To encourage the use of cost-effective FDA-approved *generic* equivalents, Assurant's Health Plan includes "Dispense as Written" guidelines. When a prescribed brand-name drug has an FDA-approved generic equivalent, you'll receive the generic equivalent unless your *physician* specifies "Dispense as Written" or "DAW" on the script.

If your *physician* does not specify DAW and you select the brand-name drug, you'll pay your share of the cost plus the difference in price between the brand-name drug and the *generic drug*. You'll never pay more than the actual cost of the brand-name drug, but you may pay more than the prescription maximums shown in the Health Plan At-a-Glance Section.

Prior Authorization Requirements

Certain medications require *prior authorization* to be covered under the Plan. These medications are generally those that may have multiple uses and equally effective alternative therapies. Criteria may

need to be assessed for the safety and effectiveness of these medications. You can find the list of medications requiring *prior authorization* in the Tools and Resources section of [MyAssurantBenefits.com](https://www.myassurantbenefits.com) under Medications Requiring *Prior Authorization*. Caremark may update this list throughout the year. The most updated list can be found on Caremark.com.

If you continue using one of these drugs without prior approval for medical necessity, you may be required to pay the full cost. Please have your prescriber contact the CVS Caremark® Prior Authorization Department at 1-855-240-0536 to request a prior authorization.

If *prior authorization* is required, your pharmacist will notify your doctor that a *prior authorization* is needed. The doctor can call 1-800-626-3046 to provide information necessary for a *prior authorization*. Coverage for the prescribed medication will not be available until CVS Caremark has determined that the medication is eligible for coverage.

Using a CVS Caremark Participating Retail Pharmacy without Your ID Card

If you take your prescription to a CVS Caremark participating retail pharmacy and do not present your CVS Caremark ID card at the time of purchase and the pharmacy does not have your card on file, you may be required to pay 100% of the prescription price at purchase. Some retail pharmacies will rerun your card, reprocess the transaction and refund the difference between what you paid and the applicable *coinsurance*. However, you must request this within a specific period of time, usually seven to 14 days after your purchase. The determination of whether to reprocess your transaction is at the discretion of the pharmacy. Ask your retail pharmacy for its policy.

If the retail pharmacy does not rerun your card, you must submit a claim form along with the original prescription receipt(s) to CVS Caremark. You can request a claim form from CVS Caremark, or you can print a claim form from the CVS Caremark website.

Note: A network pharmacy may refuse to fill a prescription order or refill when in the professional judgment of the pharmacist the prescription should not be filled.

Important Information on Refills

A prescription drug (retail and mail order) will not be refilled until the date when at least 50% of the supply could have been used as prescribed, with the exception of erectile dysfunction prescriptions, such as Viagra, Levitra and Cialis. For example, if you have a prescription for a 90-day supply plus two refills, a refill will not be covered until 45 days from the date the previous 90-day supply was filled.

Covered Expenses

Preventive Medications

Preventive drugs can help keep you healthy and prevent serious complications down the road. Regardless of which Health Plan option you elect the deductible does not apply to preventive medications. *Generic* preventive drugs are covered at 100%. However, if you take a *brand* preventive medication, you'll pay 50% of the cost, with a minimum and a maximum, based upon whether the drug is preferred or non-preferred, and whether it's for a 30-day or a 90-day supply. You can view the minimums and maximums in the [Health Plan At-a-Glance](#) section.

Preventive drugs for the following types of conditions will be covered if prescribed for a preventive purpose and must be purchased from a CVS pharmacy or through the mail-order service for a 90-day supply:

- Coronary artery disease (e.g., Simvastatin, Zocor).
- Diabetes (e.g., Metformin Hcl, Glucotrol).
- Hypertension (e.g., Lisinopril, Atenolol, Toprol XL, Hydrochlorothiazide).
- Osteoporosis (e.g., Fortical, Fosamax).
- Pre-natal vitamins.

- Respiratory disorders (e.g., Singulair).
- Smoking cessation (e.g., Zyban).
- Stroke (e.g., Warfarin, Coumadin, Lovenox).

For a complete list of covered preventive medications, please refer to the Preventive Drug List on [MyAssurantBenefits.com](https://www.myassurantbenefits.com).

Non-preventive Medications

The cost of non-preventive medications will go toward your health plan deductible. After you meet the deductible, you'll pay 50% of the cost of your *prescription drugs*, with a minimum and a maximum, based upon whether the drug is generic, preferred or non-preferred, and whether it's for a 30-day or a 90-day supply. Specialty medications are limited to a 30-day supply. You can view the minimums and maximums in the Health Plan At-a-Glance section.

You can find examples of how the Plan pays for non-preventive drugs after your deductible is met on [MyAssurantBenefits.com](https://www.myassurantbenefits.com) > Benefits > Health Plan section.

Note: Even before your deductible is met, you'll get the benefit of the discounted rates CVS Caremark negotiates by using participating pharmacies.

If you're enrolled in the Blue health plan and have enough funds in your Health Reimbursement Account (HRA) to cover your prescription costs, funds automatically will be deducted from your HRA to pay for any prescription claims you incur. If your HRA funds are exhausted, you'll need to pay for these expenses *out-of-pocket*.

Other Covered Expenses

The following *prescription drugs*, medications and supplies also are covered under the Assurant Health Plan:

- Self-injectable drugs are covered at the network level of benefits only when dispensed through a network retail pharmacy or CVS Caremark's specialty pharmacy network. Go to [caremark.com](https://www.caremark.com) to review the list of self-injectable drugs. The list may be updated from time to time. Each prescription is limited to a maximum 30-day supply.
- Off-Label Use. FDA-approved *prescription drugs* may be covered when the off-label use of the drug has not been approved by the FDA for that indication. Coverage of off-label use of these drugs may be subject to requirements or limitations.
- Diabetic Supplies. The following diabetic supplies are covered if prescribed by a physician:
 - Diabetic needles and syringes.
 - Blood glucose strips, keystone blood test strips, urine testing strips.
 - Lancets/lancing devices.
- Contraceptives. The following *generic* and single-source *brand* contraceptives and contraceptive devices are covered at 100%:
 - Oral contraceptives.
 - Diaphragms, one per 365 consecutive-day period.
 - Injectable contraceptives.
 - Contraceptive patches.
 - Contraceptive rings.
 - Implantable contraceptives and IUDs are covered when obtained from a *physician*. However, your health care *provider* will purchase it directly from the distributor of the IUD. The distributor of the IUD will bill CVS Caremark directly. Your *physician* will provide insertion and removal of the drugs or device. If you have any questions please call CVS Caremark at 1-866-587.4799.

- Respiratory Prescription Devices.

Note: You'll be charged the *out-of-network* benefit for *prescription drugs* recently approved by the FDA, but which have not yet been reviewed by CVS Caremark.

Exclusions and Limitations

Not all *prescription drugs* are covered, even if prescribed, recommended, or approved by your health care *provider*. Medicines, supplies and expenses that are not covered or have limited coverage include but are not limited to:

- Medicines otherwise covered under the Assurant Health Plan.
- Medicines intended solely for cosmetic purposes, such as Latisse and Botox Cosmetic.
- Self-care medicines and products (such as hand lotion).
- Any medicine not approved by the FDA to be lawfully marketed for the proposed use.
- Any medicine that is not identified in the American Hospital Formulary Service Drug Information [AHFS] and Thomson MicroMedex as effective for the participant's diagnosed condition.
- Medicines determined to be experimental or still under clinical investigation by health *providers*. These are medications that have not been approved by the Food and Drug Administration (FDA) and are considered experimental and/or still under clinical review.
- *Over-the-counter* medicines, even if the medicine also is available by prescription (e.g., Tagament[®], Claritin[®], Zantac[®], or Monistat[®]).
- Allergy serums, covered by Anthem.
- Nutritional and diet supplements, including any supplements for newborn infants.
- Any medicine provided and entirely consumed at the time and place it is prescribed.
- Dental implants (e.g. Arestin).
- Prescription devices such as elastic bandages and supports, GI-GU ostomy and irrigation supplies; however, respiratory prescription devices are covered.
- Vaccines and toxoids are not covered under the CVS Caremark Mail Service Program. However, eligible vaccines and toxoids are covered when the prescriptions are filled at retail pharmacies. See Preventive Services List in the Appendix for coverage details.
- Any medicine provided while the person is an *inpatient* or outpatient in any health care facility
- Any drug or medicine considered illegal under the Federal Food, Drug and Cosmetic Act, including, but not limited to, *prescription drugs* purchased in foreign countries for re-importation into the United States and *prescription drugs* purchased on the Internet from foreign countries. However, medicines purchased while on vacation in a foreign country due to an *emergency medical condition* may be covered. Call CVS Caremark if you have questions about coverage under these circumstances.
- Any supply with a National Drug Code (NDC) that is classified as a device, not a medicine except for Intrauterine Devices (IUDs).
- Fertility and infertility treatment prescription drug coverage in excess of the \$30,000 lifetime maximum (the lifetime maximum is a combined maximum that includes fertility and infertility medical services and treatment).
- Any medicine determined by CVS Caremark to be not *medically necessary*.
- Glucose monitors, tablets and other nonprescription diabetic supplies; Syringes are covered under the Plan and CVS Caremark provides glucose monitors and lancet devices free of charge. For more information and to see if you qualify, contact the CVS Caremark Diabetic Meter Team at 800-588-4456.
- Vitamins and supplements, except for prenatal vitamins.
- Oral hematopoietic mixtures except for folic acid for women age 55 or less.
- Oral immunotherapy agents.
- Oral *over-the-counter* (OTC) aspirin products except for individuals age 12 or older (with a prescription)

- Prescription and OTC (with prescription) iron supplementation products except for children ages 6 months to 12 months.
- Prescription oral fluoride supplementation products prescribed by a *physician* except for children ages 5 and younger
- Prescription and OTC (with prescription) folic acid supplementation products, including prenatal vitamins containing folic acid except for women less than 55 years of age.
- Alcohol wipes.
- Expenses for administration or injection of any medicine (may be covered by the Anthem Blue Cross and Blue Shield).
- Any prescription which exceeds the day supply limit per prescription or refill.
- Any refill of a medicine exceeding the number of refills specified by the health care *provider*.
- Any refill of a medicine more than one year after the latest prescription for the medicine or other than as permitted by the law of the jurisdiction in which the medicine is dispensed
- Medicines that do not meet *prior authorization* requirements, including but not limited to Lupron, growth hormone medications, anabolic medications, androgen medications and acne medications.
- Topical acne agents (e.g. Retin A) for participants 30 years of age and older.
- Any Erectile Dysfunction (ED) medications exceeding 6 doses in a 30-day period or 18 doses per 90-day supply.

Contact CVS Caremark at 1-866-587-4799 if you have questions about whether a particular medication is covered by the Plan.

Programs and Services through CVS Caremark

Clinical Programs

CVS Caremark uses evidence-based resources from FDA-approved prescribing indications, consensus clinical prescribing guidelines and peer-reviewed studies to develop its clinical programs. These programs are designed to reduce unnecessary prescription drug use and to improve the quality of care and *member safety*. Specifics of these clinical programs are detailed below.

Note - As the *Claims Administrator* of the prescription drug benefit program, CVS Caremark may contact your *provider* regarding your prescription. This may result in your *provider* prescribing a different quantity, brand name product or a *generic* equivalent in place of your original prescription. No substitutions will be made by CVS Caremark without either written or verbal approval from your *provider*.

Specialty Guideline Management Program

Specialty drugs are often prescribed for various conditions including, but not limited to the following: asthma, Crohn's disease, cystic fibrosis, multiple sclerosis, oncology, rheumatoid arthritis and transplants. All specialty medications must be dispensed by CVS Caremark specialty pharmacies and will be denied through regular CVS Caremark national retail network pharmacies. CVS specialty pharmacies will work directly with you and your *provider* whenever a *specialty drug* is prescribed to ensure:

- You're on the right drug that is age-appropriate and effective for you.
- The specialty drug is used properly.
- Inappropriate utilization is avoided; and
- Unsafe or ineffective therapies are discontinued in a timely manner.

In addition to providing the *specialty drugs*, personalized pharmacy care management services are available to you such as:

- Access to an on-call pharmacist 24 hours a day, seven days a week.
- Coordination of care with you and your doctor.
- Convenient delivery directly to you or your doctor's office.

Advanced Control Specialty Formulary Assurant has incorporated a special program feature, Advanced Control Specialty Formulary, to help manage the cost of *specialty drugs*. This program designates preferred drugs within select therapeutic drug categories. When a non-preferred specialty drug is first prescribed, CVS Caremark will reach out to your prescribing *physician* to suggest switching to the preferred alternative. The preferred alternative offers the same therapeutic benefits at a lower cost.

Online Medicine- and Disease-specific Education and Counseling

Disease-specific information is available through [Caremark.com/specialty](https://www.caremark.com/specialty). This online support includes interactive areas to submit questions to pharmacists and nurses.

Drug Savings Review Program

This program reviews claims to determine if the drugs are being prescribed appropriately for the condition, in the right dose, and to help ensure best treatment practices are being followed. CVS Caremark pharmacists will communicate with the prescribing *physician* if it determines that improvements can be made.

Enhanced Retrospective Review Program

This program reviews prescriptions for therapeutic duplication management, age-appropriate management and related concerns. The prescribing *physician* receives a patient-specific report identifying any clinical issues and suggestions for ways to improve.

Employee Assistance Program

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Employee Assistance Program (EAP)

Chances are we all will experience a personal problem at some point in our lives. Usually we can handle it ourselves, but sometimes we need help from a professional. The EAP is there when you need it most. Just call 1-800-624-5544, 24 hours a day, seven days a week.

Whether you have a problem that seems impossible to resolve yourself or you just need help in finding resources such as child or elder care, the EAP can help. When you call, you'll speak with licensed professionals in psychology, clinical social work and counseling.

Services Provided by New Directions

EAP services are provided by New Directions. You can reach New Directions at 1-800-624-5544 or visit their website at eap.ndbh.com and enter the company login code: Assurant.

The New Directions' website provides information on your EAP benefits along with mental health topics and articles designed to assist you in coping with life's many daily stressors.

Here are just a few of the kinds of issues the EAP may be able to help you with:

- Alcohol or drug abuse.
- Child and elder care issues.
- Depression.
- Domestic violence.
- Family issues.
- Financial worries.
- Legal problems.
- Marital problems.
- Stress.

In addition to the counseling services, legal and financial referrals are available.

- Legal: An initial consultation with a local attorney at no cost. A discount of 25% is offered off the hourly rate if you decide to pursue the legal issue.
- Financial: Initial consultation by phone with a financial counselor on issues related to budgeting, taxes, debt consolidation or investing.
- Work/Life: Telephonic consultations with a *specialist* for child care, elder care, college planning, wedding planning, pet care and many additional items.

Accessing the EAP

You can receive a referral to an EAP counselor by contacting the EAP Call Center or by requesting a session through the website.

When you call, you'll speak with a specially trained staff member. He or she will ask you what kind of problem you're having and will then assist you in scheduling an appointment with an EAP counselor. If you're in an immediate crisis when you call, you'll be connected to a counselor right away.

The EAP also offers an online tool that will open an EAP session request and allow you to search for a *provider*. The tool is quick, easy to use and any information provided is kept confidential. After logging in to the EAP *Member* section, click the "Request Counseling" button.

The EAP provides up to six counseling sessions free of charge. If your problem requires longer treatment, your EAP counselor will help you find the best available resource in the community for dealing with your particular situation. If you or your dependent is enrolled in the Assurant Health Plan, benefits for these services may be available under your coverage. Refer to the Health Plan section for additional information.

Text Therapy

Connect to a therapist through text messaging. Access to over 2,000 therapists from a smartphone or tablet device. Up to six weeks of texting available at no cost.

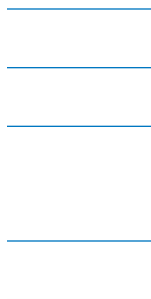
Visit www.BetterHelp.com/NewDirections and from the home page, click “Get Started”. Employer Name / Access Code is Assurant

Confidentiality

The EAP is a confidential resource. Any contact you have with the EAP will not be revealed to anyone without your permission, except as required by law or as may be permitted by HIPAA for plan administration purposes.

Back-Up Care

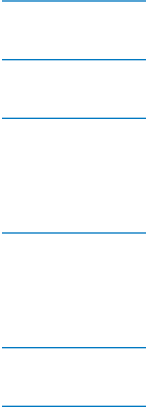
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Back-Up Care

Sometimes, your dependent's regular day care falls through. Assurant has teamed up with Bright Horizons to provide back-up care when you're in a bind. Assurant will subsidize and you pay the balance up to seven days per year for care of your dependent children or dependent adults through Bright Horizons' national network of qualified facilities and caregivers.





Dental Plan

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Dental Plan

Assurant's dental plan emphasizes preventive and diagnostic care by covering regular checkups and preventive dentistry at 100% with no deductible. Dental care is administered by MetLife and provided through a dental preferred *provider* organization - MetLife's Preferred Dental *provider* - that allows you to stay in the network or go outside of it.

The dental plan pays benefits based on the negotiated fee if you use a *network provider* or on the *usual, customary and reasonable* fee for *out-of-network* care, as determined by MetLife. To find a *network provider* near you, visit MetLife's employee website, MyBenefits at www.metlife.com/mybenefits.

Services and treatments must be *dentally or medically necessary* and performed by a *qualified dental professional*.

MetLife determines the *usual, customary and reasonable* charge for a covered *out-of-network* dental service based on the following criteria:

- The usual fee: The fee the *qualified dental professional* charges the majority of his or her patients for the same service.
- The customary charge: The fee charged for the same service by most other equally qualified professionals in the locality.
- The reasonable fee: The appropriate fee based on the complexity of the service, degree of skill required and any other pertinent factors. The reasonable fee applies if the service or supply is so unusual that MetLife cannot determine the usual and customary charge for it.

Online Dental Resources

You can review dental and vision benefits, find a participating *qualified dental professional* and even check your dental claims status through MetLife's MyBenefits website.

Note: Dental ID cards are not mailed to members and are available only from MetLife's website. You can access and print your ID online via MetLife's MyBenefits website at www.metlife.com/mybenefits. Your member ID card will list only your name, and it serves as the ID card for you and any covered dependents.

Dental Plan At-a-Glance

	In-Network	Out-of-Network ¹²
Deductibles		
Employee-only	\$50	\$75
Employee & Family ¹³	\$100	\$150
Coinsurance: The amount you pay after you meet your deductible.		
Preventive/diagnostic services ¹⁴	0%	0%
Basic services (e.g., fillings, extractions, scaling and root planing)	20%	30%
Major services (e.g., dentures, bridges, gold inlays)	50%	60%
Orthodontic services ¹⁴	50%	50%
Maximum Annual Benefit for Preventive/diagnostic, Basic and Major services	\$1,500 per person combined in-network/out-of-network	
Maximum Lifetime Benefit for Orthodontia	\$1,000 per person combined in-network/out-of-network	
Maximum Lifetime Benefit for Temporomandibular Joint (TMJ) Disease	\$1,000 per person combined in-network/out-of-network	

¹² *out-of-network* expenses are reimbursed up to the *usual, customary and reasonable* limits.

¹³ Employee & Family coverage includes Employee plus *Spouse* or Domestic Partner and/or any number of children. Two enrolled family members must each meet an individual deductible in order to meet the family deductible.

¹⁴ Deductible does not apply.

How the Plan Works

Deductible

You must meet your annual *deductible* for covered basic and major services before the dental plan begins to cover your costs. Preventive/diagnostic and orthodontic services are covered without having to meet the *deductible*.

The *deductible* for in-network services is \$50 for Employee-only coverage and \$100 for Family coverage. The *deductible* for *out-of-network services* is \$75 for Employee-only coverage and \$150 for Family coverage. Two enrolled family members must satisfy their individual *deductibles* before the *deductible* is satisfied for the whole family. So, if you and your *spouse* each satisfy the individual *deductible* of \$50, your family *deductible* is met. But, if you satisfy your individual *deductible* and two of your dependents accumulate \$25 each toward their individual *deductibles*, your family *deductible* is not yet met.

Coinsurance

Coinsurance is the percentage of covered expenses you pay once the *deductible* has been met. For example, basic services from a *network provider* are covered at 80%. You're responsible for the remaining 20% of expenses once your *deductible* has been met.

Maximum Benefits

The dental plan pays a maximum benefit for all eligible dental expenses of \$1,500 a calendar year for each covered *family member*.

There is a lifetime maximum benefit of \$1,000 for orthodontic services for each covered *family member*.

There is a lifetime maximum benefit of \$1,000 for treatment of temporomandibular joint disorder (TMJ) treatment.

Special Provisions

Missing Teeth Limitation

The dental plan will not pay benefits to replace a missing tooth/teeth that are missing on or before your or your dependent's coverage is effective under the plan, except for congenitally missing teeth. If the dental plan pays benefits for a natural tooth/teeth that is/are extracted while the Assurant coverage is in effect, it's possible that you may be eligible for benefits for a fixed bridge or removable denture. To determine the benefits, your *dentist* should submit a predetermination of benefits to MetLife for review.

Predetermination of Benefits

The dental plan's predetermination of benefits provision allows you to find out ahead of time how much the plan will pay for a proposed course of dental treatment.

Before starting a course of dental treatment that is expected to cost \$300 or more, it is recommended that you submit the charges to MetLife, the *claims administrator*, for a predetermination of benefits. Follow the same procedure and use the same form that you would if you were filing a claim. MetLife will write to both you and your *dentist*, letting you know how much the plan will pay if you're covered when the services are performed.

If there is a less expensive alternative treatment to the one your *dentist* proposes but which produces a professionally satisfactory result, the plan's reimbursement will be based on the cost of the alternative treatment. A predetermination of benefits will let you know whether:

- The services are covered expenses; and
- The charges are within *usual, customary and reasonable* allowances.

If there is a significant change in the treatment plan, you should request a new estimate.

Temporary Treatments

Temporary treatments are considered an integral part of the final treatment and the fees for these treatments will be combined to determine whether the charges are usual, reasonable and customary by MetLife.

Vision Service Plan (VSP) Discounts

You and your dependents (whether or not you're enrolled in the dental plan) also will have access to vision discounts on eye exams and eyewear through MetLife's VisionAccess Program. The services are provided by Vision Service Plan (VSP), which includes a national network of vision *providers*. For more information or to find a participating *provider*, call 1-888-GET-MET8. Provide your program code, MET2020, when making an appointment or receiving services or materials. More details also are available on [MyAssurantBenefits.com](https://www.mylife.com/MyAssurantBenefits.com).

Covered Expenses

The following dental treatments are covered when performed by a *qualified dental professional*:

Preventive and Diagnostic Services

- Oral exams - two per calendar year.
- Dental prophylaxis - two per calendar year.
- Intraoral complete series X-rays, including bitewings and either 10 to 14 periapical X-rays, or panoramic film, limited to one in any 60-month period.
- Bitewing X-rays (two or four films) - limited to two times in a calendar year (if performed with 10 to 14 periapical X-rays or panoramic film, they will be considered an intraoral complete series X-ray).
- Intraoral periapical X-rays.
- Intraoral occlusal X-rays - limited to once in any six-month period.
- Other X-rays - excluding those related to orthodontic procedures or TMJ dysfunction.

- Fluoride treatment - two times in a calendar year and limited to dependent children under the age of 16.
- Sealants - limited to one time per tooth in any 36-month period and to children under the age of 16 on permanent molars.
- Full mouth X-rays - limited to once in any 60-month period.
- Space maintainers (including all adjustments made within six months) - limited to children under the age of 19.

You can receive up to four cleanings in 12 months, which include periodontal cleanings. Regular cleanings are limited to two times in a calendar year.

Basic Services

- Limited oral evaluation: Problem focused - covered only if no other treatment (except X-rays) is rendered during visit.
- Examination and accession of tissue.
- Stainless steel crowns are only covered for children under age 19 and are limited to once in a 36-month period and only on teeth not restorable by an amalgam or composite filling.
- Pulpotomy.
- Root canal therapy, includes pre-operative, operative and post-operative X-rays, bacteriologic cultures, diagnostic tests, local anesthesia and routine follow-up care (limited to once on the same tooth in any 24-month period).
- Apicoectomy / periradicular surgery (anterior, bicuspid, molar, each additional root), including all pre-operative, operative and postoperative X-rays, bacteriologic cultures, diagnostic tests, local anesthesia and routine follow-up care.
- Retrograde filling - per root.
- Root amputation - per root.
- Hemisection, including any root removal and an allowance for local anesthesia and routine post-operative care; does not include a benefit for root canal therapy.
- Periodontal scaling and root planning, limited to once per quadrant in any 24-month period.
- Periodontal maintenance is limited to four cleanings (a combination of both regular and periodontal cleanings) in any 12-month period with regular cleanings limited to two in a calendar year and periodontal cleanings limited to once every three months.
- Simple extraction.
- Oral surgery, including an allowance for local anesthesia and routine post-operative care:
 - Surgical extractions (including extraction of wisdom teeth).
 - Alveoloplasty.
 - Vestibuloplasty.
 - Removal of lateral exostosis-maxilla or mandible.
 - Frenulectomy (frenectomy or frenotomy).
 - Excision of hyperplastic tissue per arch.
- Tooth re-implantation and/or stabilization of accidentally evulsed or displaced tooth and/or alveolus.
- Extraction, erupted tooth or exposed root (elevation and/or forceps removal).
- Biopsy.
- Brush biopsy.
- Incision and drainage.
- Palliative (emergency) treatment of dental pain considered for payment as a separate benefit only if no other treatment is rendered (except X-rays) during the visit.
- General anesthesia and intravenous sedation when administered in the *dentist's* office or outpatient surgical center in conjunction with complex oral surgical services, which are covered only

when *medically necessary* (as determined by MetLife; benefits will be based on the benefit allowed for the corresponding intravenous sedation.)

- Consultations, only if not performed on the same day as the operative treatment.
- Amalgam replacements limited to 24 months after the placement. Multiple restorations on one surface will be considered a single filling; mesial-lingual-buccal (MLB) and distal-lingual-buccal (DLB) restorations will be considered single surface restorations.
- Silicate and plastic restorations.
- Composite restorations on both anterior and posterior teeth replacements limited to 12 months after the placement for children under age 19 and after 36 months for anyone age 19 or over; mesial-lingual, distal-lingual, mesial-buccal, and distal-buccal restorations on anterior teeth will be considered single surface restorations. Acid etch is not covered as a separate procedure.
- Pin retention restorations - covered only in conjunction with amalgam or composite restorations; pins limited to one time per tooth.
- Therapeutic drug injections.

Major Services

All major services include an allowance for all temporary restorations and appliances and one-year follow-up care. The following major services are covered if performed by a *qualified dental professional*:

- Inlays, onlays and crowns - covered when the tooth cannot be restored by an amalgam or composite filling and the person is at least age 16.
- Porcelain crowns on both anterior and posterior teeth (once every seven years).
- Repairs, adjustments and replacement of inlays, onlays and crowns; repairs and adjustments are limited to once in any 12-month period; replacements are not covered unless seven years have elapsed since the last placement.
- Recementing inlays, onlays, crowns and bridges.
- Crown build-up, including pins and prefabricated posts.
- Post and core, covered only for endodontically treated teeth requiring crowns.
- Periodontal surgery, limited to once per quadrant in any 36-month period; limitation applies to gingivectomy, gingival curettage, mucogingival surgery.
- Osseous surgery.
- Osseous grafts.
- Pedicle grafts.
- Periodontal appliances (one appliance in any 12-month period).
- Endodontic endosseous implant and endosseous implant.
- Repairs, adjustments and replacement of implants; repairs and adjustments are limited to once in any 12-month period and to more than 12 months after insertion. Replacement of implants - not covered unless seven years have elapsed since the last placement and the existing implant cannot be made serviceable treatment. The initial placement of full dentures will be considered a *covered service* if the placement includes the initial replacement of a functioning natural tooth extracted while the person was covered, and the extracted tooth was not an abutment to an existing prosthesis. The plan will not pay for any denture until it is accepted by the patient.
- Full dentures, does not include benefits for personalized dentures or overdentures or associated treatment. The initial placement of full dentures will be considered a *covered service* if the placement includes the initial replacement of a functioning natural tooth extracted while the person was covered, and the extracted tooth was not an abutment to an existing prosthesis. The plan will not pay for any denture until it is accepted by the patient.
- Partial dentures, including additional clasp and rest; does not include benefits for precision or semi-precision attachments; the initial placement of partial dentures will be considered a covered eligible expense if the placement includes the initial replacement of a functioning natural tooth extracted while the covered person was covered, and the extracted tooth was not an abutment to an

existing prosthesis (once every seven years).

- Relining or rebasing dentures, limited to one time in any 36-month period and more than 12 months after the initial insertion of the denture.
- Repairs, adjustments and replacement of full dentures and partial dentures; repairs and adjustments are limited to once in any 12-month period and to more than 12 months after insertion. Replacements are not covered unless seven years have elapsed since the last placement and the denture cannot be made serviceable. Partial dentures less than seven years old will be covered if replacement is necessary due to the extraction of an additional functioning natural tooth.
- Tissue conditioning, limited to repairs or adjustment performed more than 12 months after the initial insertion of the denture.
- Fixed bridges (including Maryland Bridges), covered for a person who is at least 17 years old; the initial placement of fixed bridges will be considered a *covered service* if the placement includes the initial replacement of a functioning natural tooth extracted while the person was covered, and the extracted tooth was not an abutment to an existing prosthesis.
- Repairs, adjustments and replacement of fixed bridges; repairs and adjustments are limited to once in any 12-month period and to more than 12 months after initial insertion. Replacements are not covered unless seven years have elapsed since the last placement and the bridge cannot be made serviceable. Bridges less than seven years old will be eligible for consideration if replacement is needed due to the extraction of a functioning natural tooth immediately adjacent to the existing bridge. Fixed bridges replacing an extracted portion of a hemisected tooth are not covered.
- Non-surgical temporomandibular joint (TMJ) orthodontia. Treatment for myofascial pain syndrome, muscular, neural, or skeletal disorder, dysfunction or disease of the temporomandibular joint including treatment of the chewing muscles to relieve pain or muscle spasm, TMJ X-rays, and occlusal adjustments; coverage does not include an allowance for appliances for tooth movement or guidance, electronic diagnostic modalities, occlusal analysis, or muscle testing.

Orthodontic Services

Orthodontic Services include the following:

- Initial consultation.
- Moldings and impressions, including cephalometric X-rays.
- Surgical exposure of an impacted tooth, limited to services performed for orthodontic purposes.
- Installation of braces.
- Monthly visits; and
- Fixed or removable appliances to correct harmful habits.

No payment will be made for orthodontic treatment if the appliances or bands are inserted before coverage is effective. The dental plan considers orthodontic treatment to be started on the date the bands or appliances are inserted. Any other orthodontic treatment done the same day is considered to be started and completed the day the treatment is received. Note that space maintainers are covered as a preventive service, not as an orthodontic expense.

Benefit payments for orthodontia are made over the full course of treatment, as follows:

- An initial examination fee.
- An installation fee.
- Monthly or quarterly installments (based on fees for three monthly visits), depending on how services are billed.

Benefits will not be paid for more than three monthly visits at a time, unless submitted after the services have been rendered.

Treatment Plan

Treatment is considered to be started when:

- For a full or partial denture, the date the first impression is taken.
- For a fixed bridge, crown, inlay and onlay, the date the teeth are first prepared.
- For root canal therapy, on the date the pulp chamber is first opened.
- For periodontal surgery, the date the surgery is performed.
- For all other treatment, the date treatment is rendered.

Treatment is considered to be completed when:

- For a full or partial denture, the date the final completed appliance is first inserted in the mouth.
- For a fixed bridge, crown, inlay and onlay, the date an appliance is cemented in place.
- For root canal therapy, the date a canal is permanently filled.

If Coverage Ends In the Middle of Treatment

If you've begun a course of dental treatment and your coverage ends before the treatment is complete, the dental plan will pay benefits for completing preventive/diagnostic, basic and major services for 30 days from the date your coverage ends. If you're in the middle of orthodontic treatment when your coverage ends, the dental plan will pay benefits through the quarterly installment that is due as of the day your coverage ends.

Exclusions and Limitations

The following is a list of expenses that are not covered under the dental plan:

- Treatments not included in the list of covered expenses and/or services.
- Treatments that are not dentally or *medically necessary*, as determined by MetLife.
- Services that are experimental in nature, as determined by MetLife.
- Services that do not have uniform professional endorsement.
- Treatments for a procedure after the coverage effective date if treatment for that procedure began prior to coverage effective date.
- Appliances in which the sole or primary purpose relates to:
 - The change or maintenance of vertical dimensions.
 - The alteration or restoration of occlusion except for occlusal adjustment in conjunction with periodontal surgery or temporomandibular joint disorder (TMJ).
 - Bite registration.
 - Bite analysis.
- Replacing a lost or stolen appliance.
- Educational procedures, including oral hygiene, plaque control or dietary instructions.
- Completing claim forms or missed dental appointments.
- Personal supplies or equipment, including WaterPiks, toothbrushes, or floss holders
- Treatment for a jaw fracture.
- Services provided by an immediate family member or an employee of the company; immediate family members include your *spouse*, domestic partner, parents, children, brothers, sisters, anyone who resides in your home, your *spouse's* or domestic partner's parents, children and siblings.
- Treatment covered under any other plan sponsored by the company that provides group *hospital*, surgical, dental or medical benefits.
- *Hospital* or facility charges for a room, supplies or emergency room expenses or routine chest X-rays and medical exams before oral surgery.
- Services performed outside the United States except for emergency dental treatment, as determined by the *claims administrator*. The maximum benefit payable to any person during a plan year for covered dental expenses related to emergency dental care performed outside the United States is \$100.
- Treatments covered under *workers' compensation* or similar laws.
- To the extent permitted by law, treatments that are reimbursable by a plan of any governmental agency, including *Medicare*.
- Treatments provided primarily for cosmetic purposes, such as teeth whitening or bleaching.

- Treatments which may not reasonably be expected to successfully correct the person's dental condition for a period of at least three years, as determined by MetLife.
- Bacteriological studies.
- Provisional splinting.
- Excision of pericoronal tissues.
- Claims received by MetLife more than one year after expenses were incurred.

Filing a Claim

A claim is a request for dental benefits. Most *dentists* file claims directly with MetLife, so a separate claim is not required in most instances. Eligibility inquiries, general benefit inquiries and requests for a pre-authorization when not required will not be treated as claims for benefits. To file a paper claim, you must complete the Assurant Inc. Dental claim form, available at metlife.com/mybenefits under "My Forms." Send the completed forms to:

Mail:

MetLife Dental Claims
P.O. Box 981282
El Paso, TX 79998-1282
Fax: 1-859-389-6505

Expenses submitted to the *claims administrator* must identify the treatment performed in terms of the American Dental Association Uniform Code on Dental Procedures and Nomenclature or by narrative description. MetLife reserves the right to request X-rays, narratives and other diagnostic information, as it deems necessary to determine benefits.

Claims must be received by MetLife within one year of the date the services are performed. Any claims submitted beyond one year from the date of service are not eligible for reimbursement.

Overpayment

If a benefit is paid and it's later shown that a lesser amount should have been paid, the dental plan will be entitled to a refund of the excess amount from you or your *provider*.

Coordination of Benefits

The dental plan has a coordination of benefits (COB) provision that is designed to prevent duplication of benefits when you or an enrolled dependent is covered for dental benefits under more than one group plan. The following is a summary of these rules:

- A benefit plan without a COB provision will pay benefits before a plan that contains such a provision.
- The plan that covers the person as an employee pays benefits before the plan that covers the person as a dependent. For example, the Assurant dental plan is the primary carrier for your expenses. Your *spouse's* plan is primary for his/her expenses.
- The plan of the parent born earlier in the year is the primary carrier for a dependent child. In the case of a divorce or separation, the plan of the parent with custody is the primary plan, unless a court decree names one parent responsible for providing dental coverage.
- If the above rules do not establish a primary plan, then the plan that has covered the person longer is primary.

If the Assurant dental plan pays second, it pays an adjusted benefit that, combined with the benefit payable from the primary plan, equals up to 100% of covered dental expenses.

Claim Appeals

If your claim is denied in whole or in part, you can request an *appeal*. Refer to [Claim Appeals](#) for an explanation of the procedures and time frames to file an *appeal*.

Vision Plan

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Vision Plan

The vision plan is offered through Anthem’s Vision Partner, EyeMed, and gives you benefits for eye exams, eye-glasses and contacts. Anthem has negotiated discounted rates for the Anthem Blue View Vision Insight Plan. Employees pay 100% of *premiums* through pre-tax payroll deductions. You can elect vision coverage even if you waive coverage in the Assurant Health Plan.

The vision plan offers an extensive network of optometrists and vision care *specialists*. You’ll save money by visiting *in-network providers*. To find a *network provider* near you, visit anthem.com. You don’t have to sign in.

- Simply select “*providers*,” then select “Find Care.”
- Search as a Guest by Selecting a the type of care (VISION), the state where you want to search, the type of plan (VISION), then select “Blue View Vision Insight” as the plan/network.

Vision ID Card

If you enroll in the vision plan, you can expect to receive a new ID card in the mail. You’ll only receive one Anthem ID card, no matter if you’re enrolled in both the vision and health plans or just one. Your dependents will receive their own separate ID cards with their name on it, but the cards will have the same ID number as yours.

Blue View Vision Plan Benefits	In-Network	Out-of-Network	Frequency
Routine Eye Exam			
A comprehensive eye examination	\$10 copay	Up to \$45 reimbursement	Once every calendar year
Eyeglass Frames			
One pair of eyeglass frames	\$150 allowance, then 20% off any remaining balance	Up to \$80 reimbursement	Once every calendar year
Eyeglass Lenses (<i>instead of contact lenses</i>)			
One pair of standard plastic prescription lenses:			Once every calendar year
• Single vision lenses	\$10 copay	Up to \$30 reimbursement	
• Bifocal lenses	\$10 copay	Up to \$50 reimbursement	
• Trifocal lenses	\$10 copay	Up to \$65 reimbursement	
• Lenticular lenses	\$10 copay	Up to \$125 reimbursement	
Eyeglass Lens Enhancements <i>When obtaining covered eyewear from a Blue View Vision provider, you may choose to add any of the following lens enhancements at no extra cost.</i>			
• Transitions Lenses (for a child under age 19)	\$0 copay	No allowance when obtained <i>out-of-network</i>	Same as covered eyeglass lenses
• Standard polycarbonate (for a child under age 19)	\$0 copay		
• Factory scratch coating	\$0 copay		

chart continued on next page

Blue View Vision Plan Benefits	In-Network	Out-of-Network	Frequency
Contact Lenses (instead of eyeglass lenses) You have a declining balance on your contact lenses			
<ul style="list-style-type: none"> • Elective conventional (non-disposable) OR	\$150 allowance, then 15% off any remaining balance	Up to \$105 reimbursement	Once every calendar year
<ul style="list-style-type: none"> • Elective disposable OR	\$150 allowance (no additional discount)	Up to \$105 reimbursement	
<ul style="list-style-type: none"> • Non-elective (medically necessary) 	Covered in full	Up to \$210 reimbursement	
Low Vision Rider			
<ul style="list-style-type: none"> • Low Vision Benefits Maximum Allowance 	\$1,000 (excluding coinsurance)		Once every two calendar years
<ul style="list-style-type: none"> • Supplementary Testing Examination • Supplemental Care Aids 	Covered in full 25% coinsurance	Up to \$125 reimbursement Up to 75% of cost	

This is a primary vision care benefit intended to cover only routine eye examinations and corrective eyewear. The Anthem Blue View Vision Insight Plan is for routine eye care only. If you need medical treatment for your eyes, visit a participating eye care doctor from your medical network. Benefits are payable only for expenses incurred while the group and member's coverage is in force. This information is intended to be a brief outline of coverage. All terms and conditions of coverage, including benefits and exclusions, are contained in the member's policy, which shall control in the event of a conflict with this overview. A Certificate of Coverage is available upon request to the People Experience Center at 1-866-324-6513 or MyHR@assurant.com.

Optional Savings Available From Blue View Vision In-Network Providers Only	In-network Member Cost (after any applicable copay)	
Retinal Imaging - at member's option can be performed at time of eye exam (not more than \$39)		
Eyeglass lens upgrades When obtaining eyewear from a Blue View Vision provider, you may choose to upgrade your new eyeglass lenses at a discounted cost. Eyeglass lens copayment applies.	<ul style="list-style-type: none"> • Transitions lenses (Adults) • Standard Polycarbonate (Adults) • Tint (Solid and Gradient) • UV Coating • Progressive Lenses¹ <ul style="list-style-type: none"> • Standard • Premium Tier 1 • Premium Tier 2 • Premium Tier 3 • Anti-Reflective Coating² <ul style="list-style-type: none"> • Standard • Premium Tier 1 • Premium Tier 2 • Other Add-ons 	\$75 \$40 \$15 \$0 \$65 \$85 \$95 \$110 \$45 \$57 \$68 20% off retail price
Additional Pairs of Eyeglasses		
Anytime from any Blue View Vision network provider.	<ul style="list-style-type: none"> • Complete Pair • Eyeglass materials purchased separately 	40% off retail price 20% off retail price

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Optional Savings Available From Blue View Vision In-Network Providers Only		In-network Member Cost (after any applicable copay)
Eyewear Accessories		
	<ul style="list-style-type: none"> Items such as non-prescription sunglasses, lens cleaning supplies, contact lens solutions, eyeglass cases, etc. 	20% off retail price
Contact lens fit and follow-up		
A contact lens fitting and up to two follow-up visits are available to you once a comprehensive eye exam has been completed.	<ul style="list-style-type: none"> Standard contact lens fitting³ Premium contact lens fitting⁴ 	Up to \$40 10% off retail price
Conventional Contact Lenses		
	<ul style="list-style-type: none"> Discount applies to materials only 	15% off retail price

¹ Please ask your *provider* for his/her recommendation as well as the available progressive brands by tier.

² Please ask your *provider* for his/her recommendation as well as the available coating brands by tier.

³ Standard fitting includes spherical clear lenses for conventional wear and planned replacement. Examples include but are not limited to disposable and frequent replacement.

⁴ Premium fitting includes all lens designs, materials and specialty fittings other than standard contact lenses. Examples include but are not limited to toric and multifocal.

Discounts are subject to change without notice. Discounts are not 'covered benefits' under your vision plan and will not be listed in your certificate of coverage. Discounts will be offered from in-network *providers* except where state law prevents discounting of products and services that are not covered benefits under the plan. Discounts on frames will not apply if the manufacturer has imposed a no discount policy on sales at retail and independent *provider* locations and even LASIK laser vision correction surgery are available through a variety of vendors. Just log in at anthem.com, select discounts, then Vision, Hearing & Dental.

* Discounts cannot be used in conjunction with your covered benefits.

Out-Of-Network

If you choose to receive covered services or purchase covered eyewear from an *out-of-network provider*, network discounts will not apply and you will be responsible for payment of services and/or eyewear materials at the time of service. Please complete an *out-of-network claim form* and submit it along with your itemized receipt to the fax number, email address, or mailing address below. To download a claim form, log in at anthem.com, or from the home page menu under Support select Forms, click Change State to choose your state, and then scroll down to Claims and select the Blue View Vision *out-of-Network Claim Form*. You may instead call member services at 1-877-635-6403 to request a claim form.

To Fax: 866-293-7373

To Email: oonclaims@eyewearspecialoffers.com

To Mail: Blue View Vision

Flexible Spending Accounts

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Flexible Spending Accounts

Assurant provides you with the opportunity to participate in its Health Care and/or Dependent Day Care Flexible Spending Account using pre-tax dollars. Your contributions to these accounts are withheld on a pre-tax basis, meaning FSA contributions are deducted from your salary before your federal and Social Security taxes are determined. Eligible expenses for health care and child/elder care can be reimbursed to you through the account.

There are three types of FSAs:

- The General-Purpose Health Care FSA.
- The Limited Purpose Health Care FSA.
- The Dependent Day Care FSA.

Your health plan election determines the Health Care FSA for which you're eligible. If you enroll in the Blue health plan, you can elect the General-Purpose Health Care FSA. If you enroll in either the Green or Orange health plan, you can elect the Limited Purpose Health Care FSA.

It is important to estimate your FSA contributions carefully. According to IRS regulations, any amounts that you contribute but do not use before the end of the calendar year are forfeited. If you want help estimating your eligible expenses, worksheets are available on [MyAssurantBenefits.com](https://www.myassurantbenefits.com).

How the Plan Works

Your FSA contributions are made on a pre-tax basis, which reduces your taxable income. You do not pay federal income or Social Security taxes on your FSA contributions.

The table below provides estimated tax savings, depending on the percentage of your income you pay in federal income taxes - your tax bracket. Two tax bracket examples are given: 15% and 25%. Your savings may be higher if you're in a higher tax bracket. State income tax savings, if any, are not included.

Amount you contribute to an FSA	Tax savings if you're in a 15% tax bracket	Tax savings if you're in a 25% tax bracket
\$600	\$136	\$196
\$1000	\$223	\$326
\$1,200	\$272	\$392
\$2,400	\$544	\$784
\$5,000	\$1,132	\$1,632

- Tax savings = federal income tax plus 7.65% in Social Security taxes.

- Figures in table are rounded and assume you pay Social Security taxes on your entire income.

This may mean that your Social Security benefits at retirement, death or disability may be reduced.

Check with your tax advisor to determine how your state and local taxes may be affected by your participation in a FSA.

The Internal Revenue Service requires Assurant to report amounts contributed to a Dependent Day Care FSA. These amounts will appear on your Form W-2.

Electing Coverage in any FSA

Initial Eligibility Period

To participate in the Health Care and/or the Dependent Day Care Flexible Spending Accounts, you must make your election during your initial eight-day eligibility period.

Mid-year Changes

The IRS does not allow you to change your FSA deductions during the year unless you experience a **qualified life event**. Changes you make due to a life event must be consistent with that life event and be reported to the People Experience Center within 30 days of the life event. You can change your elections by submitting a life event request online in MyHR.

Only eligible expenses incurred while a person is a *spouse* or eligible dependent under the Health Care or Dependent Care FSA Plan are eligible for reimbursement. For example, if you get married on June 1, you may increase your contributions to your Health Care FSA, however only the expenses your *spouse* incurs on or after June 1 are eligible for reimbursement.

You cannot decrease your contribution to an FSA below the amount for which you have already been reimbursed for that year.

See [Qualified Life Events](#) for more information.

Open Enrollment

Open Enrollment (actual dates each year will be communicated on the Connect intranet) is the time each year when you elect to participate in the FSA for the following year. If you want to participate, you must make an election; elections do not carry over from year-to-year. If you elect to participate during Open Enrollment, your participation is effective January 1 of the following year.

Estimate your expenses carefully before enrolling in an FSA. Here are some important things to consider:

- If you enroll in the Green or Orange health plan, your only Health Care FSA option is a Limited Purpose Health Care FSA and it can reimburse only eligible dental and vision expenses. (Your HSA that is associated with the Green or Orange plan can reimburse eligible medical and prescription drug expenses).
- If you enroll in the Blue health plan, your Health Care FSA is a General-Purpose Health Care FSA. It can reimburse you for eligible medical, prescription drug, dental and vision expenses that are not paid from another source (e.g., another medical or dental plan). Note: The Blue health plan comes with a Health Reimbursement Account (HRA), funded by Assurant. Eligible *out-of-pocket* health care expenses automatically will be reimbursed first from your HRA until its funds are exhausted. If you have eligible *out-of-pocket* expenses remaining after the HRA reimbursement, they can be submitted to your General-Purpose Health Care FSA.
- If you put more money in your FSA than you can claim in expenses, you'll forfeit the remaining balance. Use it or lose it.
- You cannot transfer money from one account to the other (e.g., from the Health Care FSA to the Dependent Day Care FSA).
- You cannot carry a balance in your FSA from one year to the next. Use it or lose it.

Health Care Flexible Spending Accounts (FSAs)

Eligible Dependents under a Health Care FSA

You can be reimbursed for your eligible dependent's *out-of-pocket* health care costs, even if you do not cover him/her under the Assurant Health Plan.

Eligible dependents under a General Purpose or Limited Purpose Health Care FSA are:

- Your legal *spouse* (as determined by state law).
- Any other individual who qualifies as your tax dependent. This includes a child of divorced or legally separated parents, regardless of which parent is entitled to claim the dependent exemption, so long as the child lives with one or both of the parents and over half of the child's support is provided by the parents.
- Your dependent children required to be covered under a *qualified medical child support order*.

By submitting a request for reimbursement for an expense incurred on behalf of an individual other than your *spouse*, you're certifying that the individual is your eligible dependent.

Expenses for your domestic partner and his or her children are not eligible for reimbursement under the Flexible Spending Accounts.

Your Pre-tax Contributions to a Health Care FSA

The maximum annual contribution to a Health Care Flexible Spending Account is \$2,750 in 2022.

General Purpose Health Care FSA

A General-Purpose Health Care Flexible Spending Account is only available to employees who enroll in Blue health plan or who waive health plan coverage.

Eligible Expenses under the General-Purpose FSA

Note: Expenses eligible for reimbursement under the Assurant Health Care Flexible Spending Accounts may differ from the IRS publications.

The following expenses are reimbursable under the General-Purpose Health Care FSA:

- Deductibles and *coinsurance* under medical, dental, or vision plans.
- Expenses that exceed annual or lifetime limits under medical, dental, or vision plans.
- Eyeglasses and contact lenses.
- Hearing aids and hearing aid batteries.
- Laser eye surgery/intraocular lens implants.
- Certain weight-loss programs relating to the diagnosis of clinical obesity (a letter of *medical necessity* will be required).
- Smoking-cessation programs (e.g.SmokEnders; a letter of *medical necessity* will be required).
- Acupuncture.
- Breast pumps and lactation supplies; and

Dual Purpose Expenses

Certain expenses have both a medical purpose and a general health, personal or cosmetic purpose. These expenses are called "dual purpose" expenses. In order to be reimbursed under the Health Care FSA, claims for a dual-purpose expense must be accompanied by a letter of *medical necessity* from the physician. This letter should state that the dual-purpose expense is to treat a specific medical condition that the covered person has. For example, if your doctor recommends you use a treadmill to treat your cardiac condition, the expense may be eligible for reimbursement.

The following is a list of items that are considered dual purpose and that will require you to provide a letter of *medical necessity* from your doctor:

- Nasal strips.
- Nutritionist professional expenses.
- Exercise equipment or machines.
- Personal trainer fees if used to treat a specific condition.

- Propecia (not for male-pattern baldness).
- Retin A (not if purchased for cosmetic purposes even if physician recommended).
- Rubdown/Massage Therapy.
- Sunscreen.
- Transportation someone other than the person receiving medical care, in connection with a transplant situation.
- Treadmill.
- Weight-loss programs.
- Lodging that is not a *hospital* or similar institution in connection with an Anthem *center of excellence*.
- Lodging of a companion in connection with an Anthem *center of excellence*.

Special Rule for Orthodontic Treatment Benefits

IRS regulations prohibit Flexible Spending Accounts from reimbursing expenses before the services are actually performed. This creates a challenge when seeking reimbursement for certain types of expenses, such as orthodontia, where it is common practice for the orthodontist to require payment “up front” for his/her services. If you prepay the bill or a portion of the bill, the Plan can only reimburse you initially for the amount you prepaid up to a maximum of 25% of the total cost of treatment. Your remaining reimbursement will be paid out on a monthly basis based on your total cost, your expected insurance and the expected length of treatment.

You should file just one orthodontic claim for the entire plan year, and you’re responsible for paying your *provider* when payments are due. Dates of service will be considered to be the first of the month and reimbursement payments will be generated to you each month automatically. A new claim form must be submitted for each plan year that you elect to participate. Unless the treatment begins in January of the plan year, the payments will be pro-rated for the first year.

When submitting your request for reimbursement, you must submit a completed Orthodontia Form located on MyAssurantBenefits.com.

You also can submit your orthodontia contract from your service *provider* as long as it contains all the required information as requested on the Orthodontia Form. Reimbursement cannot be made without one of these completed documents.

Following are two common examples:

Example 1:

Your orthodontist charges \$3,500 for the course of treatment. The dental plan has a maximum lifetime orthodontic benefit of \$1,000, and you elected to contribute \$2,500 to your FSA for the year. You pay the orthodontist a \$500 initial payment. The treatment is expected to last about 30 months. The table below shows how the FSA reimbursement would be determined:

Orthodontist’s total charge	\$3,500
Less benefit available under the Dental Plan	(\$1,000)
Your responsibility	\$2,500
Your prepayment	\$500
Estimated length of treatment	30 months
Initial reimbursement from FSA	\$500
FSA balance remaining after initial reimbursement	\$2,000
FSA monthly reimbursement ($\$3,500/30$)	\$66.67

Reimbursement of the \$500 initial payment would be reimbursed in full, as it is less than 25% of the total cost. The remaining reimbursement would be made in monthly installments of \$66.67.

Example 2:

Your orthodontist charges \$4,000 for the course of treatment. Your dental plan has a \$1,000 lifetime orthodontic benefit, and you elected to contribute \$2,500 to your FSA for the year. The estimated course of treatment is 30 months. You pay the *dentist* in full, at the time of the initial treatment.

Orthodontist's total charge	\$4,000
Less benefit available under the Dental Plan	\$1,000
Your responsibility	\$3,000
Your prepayment	\$3,000
Estimated length of treatment:	30 months
Initial reimbursement from FSA	\$1,000
FSA balance remaining after initial reimbursement	\$2,000
FSA monthly reimbursement (\$3,000/30):	\$66.67

You would be reimbursed for up to 25% of your initial payment, or \$1,000. The remaining reimbursement would be made in monthly installments of \$66.67.

Stockpiling

Stockpiling, which is the purchasing of large quantities of eligible medical items in effort to exhaust FSA funds, is prohibited by the IRS. In order to prevent stockpiling, Assurant will reimburse only two bottles of any eligible prescribed OTC medication per month. If reimbursement is requested for three or more bottles, you'll need to provide a doctor's note indicating the *medical necessity* for the additional bottles. Remember: Any OTC medications must be prescribed by a physician in order to be eligible for reimbursement.

Exclusions under the General-Purpose FSA

In general, you cannot use a General-Purpose Health Care FSA to pay for:

- Expenses reimbursable under other benefit or insurance plans including *Medicare* and *Medicaid*.
- Expenses incurred while a person is not covered under the Health Care FSA.
- Expenses incurred during a leave of absence in which you elect to stop contributions to the Health Care FSA or fail to make required contributions.
- *Non-prescription drugs* (e.g., Lamisil, Monistat, Advil, Prilosec, Mucinex and Benadryl), dietary supplements, vitamins and health aids other than those specified in the Covered Expenses section.
- Cosmetic procedures (including teeth-whitening).
- Weight-loss programs unless prescribed by a doctor to treat a diagnosis of clinical obesity.
- Expenses incurred for long-term care services; and
- Anti-baldness drugs for balding due to age.

In addition, the following list of dual purpose items are ineligible for reimbursement under the General-Purpose Health Care FSA:

- Air conditioners.
- Air purifiers.
- Allergy treatment products; household improvements to treat allergies (e.g., air purifiers).
- Automobile modifications.
- Behavioral modification - unless covered under the Health Plan.
- Birthing classes.
- Cayenne pepper.

- Chondroitin.
- Cold/hot packs.
- Dancing lessons.
- DNA collection and storage.
- Dyslexia (language training, school fees) - unless covered by the Health Plan; must be diagnosed by a *physician*.
- Ear plugs.
- Eggs and embryo storage fees.
- Elevator installation expenses.
- Fiber supplements.
- Fitness programs.
- Foods.
- Glucosamine.
- Herbs.
- Holistic or natural healers, dietary substitutes, drugs and medications.
- Home improvements (e.g., ramps).
- Inclinator.
- Lactation consultant.
- Language training (*disabled* or dyslexic child).
- Lead-based paint removal.
- Legal fees, general (bears a direct or proximate relationship to the provision of medical care).
- Legal fees in connection with fertility treatments.
- Mastectomy-related bras.
- Medical conference, admission, transportation, meals.
- Orthopedic shoes and inserts.
- Rogaine.
- Rubbing alcohol.
- Schools and education related to a *behavioral health* treatment facility.
- Schools and education, special (resources are used to relieve a disability).
- Special foods.
- Sperm storage fees (only to the extent necessary for immediate conception).
- St. John's Wort.
- Stem cell harvesting and or storage.
- Student health fees.
- Swimming lessons.
- Swimming pool maintenance.
- Transportation to and from a medical conference.
- Tuition for special needs program (primarily for medical care).
- Umbilical cord freezing and storage.

Limited Purpose Health Care FSA

IRS rules allow you to contribute to a Health Savings Account (HSA) if you're covered under a high *deductible* health plan (HDHP) - a health plan with a minimum annual *deductible* in 2022 of \$1,400 for individual and \$2,800 for family - and you're not covered under any other health plan that is not a HDHP. A General-Purpose FSA, that can provide first dollar coverage of health expenses, is not a HDHP. The Green

and Orange health plans are considered high *deductible* health plans. Therefore, if you enroll in either the Green or Orange health plan that automatically come with a Health Savings Account, you cannot participate in a General-Purpose FSA.

That is why we offer a Limited Purpose Health Care FSA to employees who enroll in the Green and Orange health plans. A Limited Purpose Health Care FSA allows you to fund your *out-of-pocket* dental, LASIK surgery and vision hardware expenses on a pre-tax basis. You cannot be reimbursed for any medical or prescription expenses from the Limited Purpose Health Care FSA.

Eligible Expenses under a Limited Purpose FSA

Eligible expenses include:

- Deductibles, *coinsurance* and copays under a dental or vision plan.
- Amounts that exceed either the annual or lifetime maximum benefit under a dental or vision plan (e.g., orthodontia).
- Prescription glasses and contact lenses; and
- Lasik eye surgery.

Special Rules under the Limited Purpose Health Care FSA

The rules regarding reimbursement of orthodontia expenses and stockpiling outlined under the General Purpose Health Care FSA also apply to the Limited Purpose Health Care FSA.

Exclusions under the Limited Purpose Health Care FSA

Exclusions under the Limited Purpose Health Care FSA include all the exclusions outlined under the General Purpose FSA, plus the following items and services:

- Medical expenses, including deductibles, co-insurance, and co-pays.
- Insurance *premiums*.
- Prescription medicines.
- *Over-the-counter* medicines and items.

Dependent Day Care Flexible Spending Account (FSA)

You can contribute pre-tax dollars to the Dependent Day Care FSA to help pay for eligible child and elder care services needed so you (and your *spouse*, if married) can work or look for a job. You also can contribute to a Dependent Day Care FSA if your *spouse* is a *full-time student* or *disabled* and unable to care for your children.

You can contribute up to \$5,000¹⁵ per calendar year if you're:

- Single and file as head of household.
- Married and file a joint income tax return or
- Married but your *spouse* maintained a separate residence for the last six months of the calendar year, you file a separate tax return and you furnish more than one-half the cost of maintaining your eligible dependents.

If you and your *spouse* reside together, but file separate federal income tax returns, you can each contribute up to \$2,500.

¹⁵ Pre-tax contribution for highly compensated employees (HCEs) are limited by IRS regulation. If this impacts you, you'll be contacted by the People Experience Center. Estimated maximum for HCEs is available on [MyAssurantBenefits.com](https://www.myassurantbenefits.com).

If you're married, dependent day care expenses are eligible for reimbursement if the care enables your *spouse* to work or go to school full-time.

Your Pre-tax Dependent Day Care FSA Contributions

Your contributions are deducted from your pay on a pre-tax basis. Generally, the maximum contribution is \$192.31 per pay period (for a total of \$5,000 if you participate for the full year). However, your maximum depends on a variety of factors including:

- Your tax-filing status.
- Whether your *spouse* participates in a dependent care FSA through his/her employer.
- Your *spouse's* income; and
- The number of eligible dependents.

If you're married and file a joint income tax return, your maximum annual contribution is the lesser of your earnings or your *spouse's* earnings, up to \$5,000. If your *spouse* does not work but is either *disabled* or a *full-time student*, the IRS considers your *spouse's* income to be:

- \$250 a month if you have one eligible dependent; and
- \$500 a month if you have more than one eligible dependent.

When using this formula to calculate your *spouse's* earnings, you can only count the months during which your *spouse* is actually attending school or is *disabled*. For example, if your *spouse* is a *full-time student* for five months and you have one eligible dependent, the IRS considers your *spouse's* annual earnings to be \$1,250 (\$250 times five months). So, the maximum you can contribute to your Dependent Day Care FSA for the year is \$1,250.

The IRS imposes a combined family maximum from all dependent day care FSAs of \$5,000 even if both of your and your *spouse's* employers have such plans.

If your *spouse* loses his or her job and is not actively seeking employment, generally you're not eligible to participate in the Dependent Day Care FSA. In this case, contact the People Experience Center immediately to stop the deductions from your paycheck.

Before you enroll, you also may want to consider whether the federal dependent care tax credit might provide you with a greater tax advantage.

If you're a part-time employee participating in the Dependent Day Care FSA, you'll be asked to certify that you're only requesting reimbursement for expenses that enabled you to work.

IRS regulations limit contributions from employees earning over a certain threshold to ensure that they do not receive a disproportionate tax benefit. If your earnings with Assurant exceed this threshold, please be aware that Assurant may reduce your election in order to remain compliant. Consult with a tax adviser for more information.

Eligible Dependents under the Dependent Day Care FSA

Under IRS regulations, eligible dependents for the Dependent Day Care FSA include the following if they reside with you:

- A tax dependent who is under age 13.
- Any other tax dependent of yours, such as an elderly parent, who is physically or mentally incapable of self-care and
- A *spouse* who is physically or mentally incapable of self-care.

Note: This definition of a dependent is different from the definitions in other Assurant Benefit Plans including the Health Care FSA.

Eligible Dependent Day Care Expenses

Eligible expenses are those incurred for the care of an eligible dependent if they allow you and your *spouse* to be employed, look for work or attend school on a full-time basis. They must be incurred while the dependent meets the definition of an eligible dependent (see Eligible Dependents under the Dependent Day Care FSA) and you participate in the Dependent Day Care FSA. Eligible expenses under the Assurant Dependent Day Care Flexible Spending Account include:

- Nursery school, pre-school or similar programs below the kindergarten level.
- Day care centers for children or dependent adults that provide care for more than six non-resident individuals on a regular basis and comply with all applicable state and local laws (does not include kindergarten tuition).
- Before-school or after-school care for eligible children from kindergarten up to and including age 12.
- Summer day camp or other summer programs (but not overnight camp or tutoring programs) used in lieu of regular dependent day care.
 - Day camps must be attended by your eligible dependents for at least five consecutive days and during your normal working hours.
- A housekeeper inside your home whose duties include household services related to taking care of an eligible dependent.
- Home caregiver such as a governess, au pair or nanny.
- Social Security and other taxes you pay on behalf of a *provider* of care.

Exclusions under a Dependent Day Care FSA

The following expenses are not eligible:

- Dependent day care services provided inside or outside your home by:
 - Your *spouse*.
 - The parent of the dependent.
 - Your child under age 19 or
 - Anyone who is your dependent for federal income tax purposes.
- Food, clothing and *education expenses* (including expenses for kindergarten).
- Transportation between your home and the place where care is provided, except when it is provided by the facility.
- Overnight or sleep away camp.
- Medical, prescription and dental expenses.
- Expenses incurred before your coverage in the Dependent Day Care FSA began; and
- Expenses for which you claim a tax credit.

Filing a Claim

All claims must be incurred by December 31 (or earlier if coverage ends earlier) and all claims and supporting documentation must be filed by March 31 of the calendar year following the year the expense was incurred. Claims filed after this deadline will be denied.

IRS regulations do not allow the Plan to issue a reimbursement before the service is actually performed. For example, if you pre-pay child care services or the orthodontist's fee, you should provide a breakdown of the *provider's* charges on a monthly or quarterly basis.

Claims can be processed the following ways:

Online: Log into your account at [anthem.com](https://www.anthem.com) to file your claim electronically and upload your documentation.

Via fax or mail: Claim forms may be filed either via fax or US Mail and sent to the following locations:
 FAX: (978) 856-6604; US Mail: Anthem BlueCross Blue Shield, PO Box 161606, Altamonte Springs, FL 32716

When Payments Are Made

Claims will be processed within two business days after receipt of the form. You may check the status of your claim by logging into your account at [anthem.com](https://www.anthem.com).

Health Care FSA

You can submit a claim for eligible health care expenses and receive reimbursement up to the amount of your annual election, regardless of the amount you have actually contributed at the time you file the claim. For example, you elect to contribute \$600 for the year to your Health Care FSA. Each pay period \$23.08 or 1/26th of \$600 will be deducted from your pay. In February, you have surgery and your *out-of-pocket* expenses equal \$600. You could submit the claim and be reimbursed for the entire \$600, even though you only contributed \$100 at this point. The company will continue to deduct \$23.08 per pay period for the balance of the calendar year.

Dependent Day Care FSA

Under IRS regulations, you only can be reimbursed for dependent day care expenses up to the amount you've already contributed to your account at the time you submit the claim. If you have an eligible expense of \$750 but only have \$500 in your account, you only will be reimbursed \$500. The remaining \$250 will be carried forward to the next payment date. Then you'll receive another reimbursement up to the new balance available in your account.

If you have a balance in your Dependent Day Care FSA when you leave the company, you can continue to claim expenses for eligible services received through the end of the year in which you terminate.

The General-Purpose Health Care FSA and Limited Purpose Health Care FSA Reimbursement Request form and the Dependent Day Care Flexible Spending Account Reimbursement Request form are available on [MyAssurantBenefits.com](https://www.MyAssurantBenefits.com). Please be sure to sign the Employee Certification section of the form certifying the claim.

Appealing a Claim

Refer to [Claim Appeals](#) for an explanation of the procedures and the time frames in which to file an *appeal*.

When Participation Ends

Your participation in the Health Care and/or Dependent Day Care Flexible Spending Account ends on the last day of the pay period in which the first of the following events occur:

- The end of the calendar year, unless you make an election to participate in the Health Care and/or Dependent Day Care FSA for the next plan year.
- The date you retire, terminate or die. See [COBRA](#) to learn about continuing Health Care FSA participation on an after-tax basis.
- The date you take an unpaid personal leave of absence.
- The date you stop contributing to your account.
- The date your employee status changes to an ineligible status (e.g., your work schedule is reduced to less than 20 hours per week).
- The date you take a leave of absence greater than two weeks (Dependent Day Care FSA only).
- The date the Plan is terminated or amended to exclude from coverage the individual or the class of dependents of which the individual is a member.

Further, your eligible dependent's participation in a FSA ends on the earliest of the following to occur:

- The date your FSA participation ends.

- The date that your dependent no longer meets the definition of an **eligible dependent**.
- The date your *spouse* is unemployed and not actively looking for work, unless he/she is a *full-time student or disabled*. (Dependent Day Care FSA only) and
- When the remaining amount of your election exceeds your projected earned income for the plan year. (Dependent Day Care FSA only).

Forfeitures

It's very important that you estimate your eligible expenses carefully. If your expenses for the year are less than the amount you contribute to your FSA, you'll lose the remainder. Claims and the supporting documentation must be filed by March 31 of the calendar year following the one in which they were incurred or the funds will be forfeited. The IRS does not allow you to transfer funds from one account to another. Forfeitures are used to pay the administrative expenses of the Plan.

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Life and Accident Insurance

It's a question no one likes to ask. But how would your family afford to live if you were to die during your earning years? Your family likely depends on your income for security and for the future. Life insurance helps your family if you die and accident insurance helps your family if you experience certain specified injuries. That is why Assurant offers a wide range of coverage for you and your family members.

The fact is life insurance isn't really a benefit for you. It's for those you leave behind. Its purpose is to provide your family and others who depend on you for support with the financial resources they need to go on with their lives.

How much life and accident insurance do you need? That depends on your particular circumstances. If, for example, you have a young, growing family, you'll probably want more life insurance than someone who is unmarried or whose children are grown.

With the Assurant benefit program, you can choose the coverage level that's right for you and your family.

Life and Accident Benefits At-a-Glance

Insurance	
Basic Life	1 x <i>plan pay</i> (employees who earn more than \$50,000 can choose between 1 times <i>plan pay</i> and \$50,000) Maximum of \$3 million, Basic and Supplemental Life coverage combined
Supplemental Life	1 through 8 x <i>plan pay</i> (levels of 3 to 8 times <i>plan pay</i> require <i>SOH</i>) Maximum of \$3 million, Basic and Supplemental Life coverage combined (combined amounts over two times your annual plan pay or \$500,000 require a <i>Statement of Health (SOH)</i>) <i>Premiums</i> are age-rated and based on tobacco use/non-use
Dependent Life	<i>Spouse</i> : \$10,000, \$25,000, \$50,000, \$75,000, and \$100,000 Amounts over \$50,000 require <i>SOH</i> <i>Child</i> : \$5,000, \$12,500, and \$25,000 <i>Spouse Life</i> coverage cannot exceed 50% of your combined Basic and Supplemental Life coverage or \$100,000
Basic Accidental Death & Dismemberment (AD&D)	1 x <i>plan pay</i> Maximum of \$1.5 million (Basic and Supplemental AD&D coverage combined)
Supplemental Accidental Death & Dismemberment	1 through 8 x <i>plan pay</i> Maximum \$1.5 million (Basic and Supplemental AD&D coverage combined)
Business Travel Accident	5 x <i>plan pay</i> Maximum \$5 million

How the Life and Accident Insurance Plans Work

Basic Life, Supplemental Life, Basic AD&D, Supplemental AD&D, and Business Travel Accident Insurance are based on *plan pay*. If your *plan pay* changes throughout the year, the amount of insurance and cost can change.

Electing Coverage

Initial Enrollment Period

You automatically are enrolled in Basic Life, Basic AD&D and BTA Insurance on the date you become an **eligible employee**. To participate in Supplemental Life, Supplemental AD&D and Dependent Life Insurance you must make your election during your initial eight-day enrollment period.

If you're not at active work on the day your Basic and Supplemental Life, Basic and Supplemental AD&D and Dependent Life insurance would otherwise be effective, insurance will not take effect until you return to active work.

Dependent Life Insurance does not take effect until your insurance under this policy becomes effective. If your dependent is in a *hospital* or similar facility on the day his/her insurance would otherwise take effect, it will not take effect until the day after the dependent leaves the *hospital* or similar facility. This exception does not apply to a child born while dependent insurance is in effect.

Basic Life Insurance can be reduced from one times *plan pay* to \$50,000 at any time. Supplemental Life, Supplemental AD&D and Dependent Life Insurance also can be reduced or cancelled at any time during the year. The reduction or cancellation is effective as of the date you request the change.

Life Insurance

Basic Life Insurance

Basic Life Insurance is provided by Assurant at no cost to you. If your *plan pay* is \$50,000 or less, your Basic Life Insurance equals one times *plan pay*.

If your *plan pay* is more than \$50,000, you can choose Basic Life coverage of 1 times *plan pay* or cap your Basic Life coverage at \$50,000. If you choose to cap your Basic Life coverage at \$50,000, you'll avoid **imputed income** on the company contribution on amounts in excess of \$50,000, and you also will receive a credit in your semi-monthly pay for the company's cost of Basic Life coverage in excess of \$50,000 that the company would have paid if you chose not to cap your coverage. This credit is included in your taxable income.

Supplemental Life Insurance

Supplemental Life Insurance benefits are in addition to your Basic Life Insurance benefits. You can purchase Supplemental Life Insurance equal to one through eight times your *plan pay*. The combined maximum amount of Basic and Supplemental Life Insurance coverage is \$3 million. *Statement of Health (SOH)* is required if your Supplemental Life Insurance coverage exceeds two times your annual *plan pay* or \$500,000. Amounts will not be effective until you submit SOH, and the insurer, MetLife, accepts proof of your *Statement of Health*.

You pay the full cost of Supplemental Life Insurance. *Premiums* are age-rated and based on whether you use tobacco products. *Premiums* are deducted from your pay on an after-tax basis.

Dependent Life Insurance

Assurant also gives you the opportunity to purchase life insurance on your **eligible dependents**. You can choose from the following coverage levels on your *spouse/domestic partner* and/or child. The amount of coverage on your life (Basic and Supplemental Life Insurance combined) must be at least twice the amount of *Spouse/Domestic Partner* Life coverage you elect.

Spouse/Domestic Partner	Eligible Child
\$10,000	\$5,000
\$25,000	\$12,500
\$50,000	\$25,000
\$75,000	
\$100,000	

SOH is required for *spouse/domestic partner* Life Insurance coverage greater than \$50,000. Amounts up to \$50,000 will be effective as of the day you make your election. Amounts greater than \$50,000 will not be effective until your *spouse/domestic partner* submits *SOH*, and the insurer, MetLife, accepts your *spouse/domestic partner's Statement of Health*.

Your dependent's coverage is effective on the latest of the following:

- His/her eligibility date.
- The date you elect coverage on your dependent(s); and
- The date MetLife approves your dependent's *SOH*, if required.

You cannot be covered under the Assurant Life Insurance program as an employee and a dependent. State if you and your *spouse/domestic partner* or former *spouse/domestic partner* are both employees, you cannot elect dependent coverage on each other and only one of you can cover a dependent child.

Your first child will be covered from birth for the coverage amount you choose as long as the election is made within 30 days of the birth. Subsequent children are automatically covered from birth at the same coverage level and premium.

Life Insurance Statement of Health form (SOH)

You can change your Basic Life, Supplemental Life and Dependent Life Insurance elections at any time during the year. You must provide evidence of insurability by filling out a *SOH* form with MetLife before an increase in Life Insurance becomes effective. You also can increase your Supplemental AD&D Insurance throughout the year - no *SOH* is required.

You must provide *SOH* if:

- You elect the greater of more than two (2) times *plan pay* or \$500,000 for Supplemental Life Insurance during your initial enrollment period.
- You increase your Basic Life Insurance after your initial enrollment period from \$50,000 to one (1) times *plan pay*.
- You request coverage on your *spouse/domestic partner* of \$75,000 or \$100,000 during your initial enrollment period.
- You increase your Supplemental Life Insurance during the year or during Open Enrollment.
- You increase your *Spouse* or Child Life Insurance during the year or during Open Enrollment.

You have until December 31 to provide *SOH* during Open Enrollment. Otherwise proof must be submitted to MetLife within 30 days of your election.

An increase in Life Insurance coverage is effective on the later of:

- The date you elect to increase the coverage; and
- The date MetLife approves your *SOH*, if required.

If you experience a [qualified life event](#), you can add Dependent Life Insurance within 30 days of the life

event. Dependent Life insurance on your *spouse/domestic partner* in amounts greater than \$50,000 requires *SOH*, however if you do not make the change within 30 days of the life event, you must submit *SOH* regardless of coverage amount.

If your enrollment requires evidence of insurability, you will receive an email notification to your Assurant email box and a direct link to MetLife's online *SOH* will appear in the External Links section of your MyHR Benefits worklet once the enrollment period has ended. You must complete the online form within 31 days of your election.

You and your dependents will be insured for the level of coverage available without *SOH* until the online form is received and approved by MetLife.

Accelerated Life Insurance Benefits

If MetLife receives proof that you or your enrolled *spouse/domestic partner* has a qualifying medical condition and meets certain criteria, the Plan may pay a part of that person's Basic and Supplemental Life Insurance or Dependent Life Insurance as an accelerated benefit. The amount of life insurance will be reduced by the amount of accelerated benefit paid and by any interest charge, if applicable. The purpose is to help pay for medical and living expenses if you become terminally ill. The benefit allows you to receive, under certain circumstances, part of your life insurance coverage before the insured person dies.

The insured person can receive up to 80% of his/her life insurance coverage as an accelerated benefit; with the beneficiary's consent, the insured person can receive up to 80% as an accelerated benefit. The minimum accelerated payment is \$5,000; the maximum is \$500,000. The maximum benefit for your *spouse* or domestic partner is \$80,000. MetLife will deduct any accelerated benefit payment and the interest on the accelerated benefit payment from the death benefit payable.

You or your covered *spouse* or domestic partner will be considered terminally ill if your doctor determines that you or your *spouse* or domestic partner have a life expectancy of 12 months or less.

Life Insurance Exclusions

If you take your own life or your covered dependent takes his or her own life within one year of becoming insured, the amount of Supplemental Life Insurance payable will be limited to the amount of *premiums* paid for the coverage.

If you take your own life or your covered dependent takes his or her own life within one year after you elect to increase the coverage amount, the amount of insurance payable will be limited to the previously elected amount plus the *premiums* paid for the increased amount of coverage.

Imputed Income

The IRS requires the cost of Basic Life Insurance in excess of \$50,000 be included in your annual gross income for federal tax purposes. This is called "imputed income." This cost is based on the Table I rates found in Reg. 1.79-3(d) (2) of the Internal Revenue Code. Imputed income is subject to federal income and FICA (Social Security and *Medicare*) taxes.

If you want to avoid paying taxes on this imputed income, you can cap your Basic Life Insurance coverage at \$50,000. Note - if you reduce your Basic Life coverage and want to increase it at a later date, you'll have to provide *SOH*.

Currently, only Basic Life Insurance greater than \$50,000 is subject to imputed income. If premium rates for Supplemental Life Insurance change, Supplemental Life also may be impacted. Notice of rates subject to imputed income will be included with Open Enrollment information.

Accidental Death & Dismemberment Insurance (AD&D)

Basic AD&D Insurance

Assurant provides Basic Accidental Death and Dismemberment Insurance (AD&D) Insurance at no cost to you. Your Basic AD&D coverage amount is one times your *plan pay*.

If you die in an accident, your Basic AD&D Insurance pays 100% of your coverage amount to your beneficiary. If you lose a limb or sight due to an *accidental injury*, benefits are paid to you. The Plan pays the following amounts based on the loss:

Type of Loss	Percentage of Coverage Amount
One hand, one foot, or the sight in one eye	50%
Any two (or more) of the above losses	100%
Thumb and index finger of the same hand	25%

Supplemental AD&D Insurance

You can purchase Supplemental AD&D Insurance equal to one (1) through eight (8) times your *plan pay*. The combined maximum benefit of your Basic and Supplemental AD&D Insurance is \$1.5 million. Supplemental AD&D benefits are paid in addition to Basic AD&D benefits.

Automobile Accident Benefit

If your death is the direct result of an *injury* received in an automobile accident while you're properly wearing an unaltered seatbelt installed by the automobile's manufacturer, MetLife will pay your beneficiary an additional 20% of the amount of your AD&D coverage, up to \$100,000. There is a separate \$100,000 maximum benefit if you elect Supplemental AD&D.

The insurance will be paid only if death occurs within 365 days after the automobile accident.

The automobile accident benefit will not be paid if the accident occurs when:

- The automobile is being used for racing, stunting, exhibition work, sport or test driving.
- You're breaking any traffic laws of the jurisdiction in which the automobile is being operated; or
- You're not properly wearing an unaltered seat belt installed by the automobile's manufacturer.

The exclusions listed under the Accidental Death and Dismemberment also apply to the Automobile Accident Benefit.

Higher Education Benefit

If your death is the direct result of an *injury* and an AD&D benefit is payable, MetLife will pay a higher education benefit of \$3,000 per year for up to four consecutive years. This benefit will be payable to each unmarried dependent under the age of 26 who is enrolled full-time at an accredited school at the time of your death or who is at the 12th grade level and enrolls as a *full-time student* in an accredited school within 12 months of your death.

Eligible children include your own and your *spouse's* or domestic partner's biological and adopted children (including children placed for adoption and children born through a surrogacy arrangement). "Children" also include any children for whom you're the legal guardian, who reside with you on a permanent basis and depend on you for support and maintenance.

AD&D Exclusions

Basic and Supplemental AD&D Plans do not pay benefits for certain losses, which include losses resulting from:

- War or any act of war, whether declared or undeclared.
- Taking part in a riot or insurrection or an act of riot or insurrection.
- Service in the armed forces of any country, combination of countries or international organization at war, whether declared or not.
- Any physical or mental disease.
- Any infection, except a pyogenic infection that occurs from an accidental wound.
- An assault or felony you commit.
- Suicide or attempted suicide, while sane or insane.
- Intentional self-inflicted *injury*, while sane or insane.
- The use of any drug, unless you use it as prescribed by a doctor.
- Your intoxication, which includes, but is not limited to, operating a motor vehicle while you're intoxicated.
- Any incident related to:
 - Travel in an aircraft as a pilot, crew member, flight student or while acting in any capacity other than as a passenger;
 - Travel in an aircraft for the purpose of parachuting or otherwise exiting from such aircraft while it is in flight;
 - Parachuting or otherwise exiting from an aircraft while such aircraft is in flight, except for self-preservation;
 - Travel in an aircraft or device used:
 - For testing or experimental purposes;
 - By or for any military authority; or
 - For travel or designed for travel beyond the earth's atmosphere.

Disability Benefit

If you stop active work before age 65 due to a disability and remain *disabled* under the terms of the Plan, the company will continue to pay for your Basic Life Insurance and Basic AD&D coverage for the first six months of your leave of absence. You also will be given the opportunity to continue your Supplemental Life, Dependent Life and Supplemental AD&D during this period by paying the required *premiums* in a timely manner. You may be eligible to continue your Basic and Supplemental Life Insurance, Basic and Supplemental AD&D and Dependent Life Insurance beyond the initial six months of your disability if you qualify for the waiver of premium feature under the Plan. MetLife automatically reviews each case. If you're approved for a waiver of premium for these coverages, effective with the date of approval, you'll no longer be required to make premium payments for the contributory coverage. MetLife will notify you in writing if you're approved for waiver of premium.

Disabled means that you're under the regular care and attendance of a doctor and prevented by *injury* or physical or mental disease from performing the material duties of any occupation for which education, training or experience qualifies you.

If you're approved for a waiver of your Life Insurance *premiums*, *premiums* for AD&D and Dependent Life, as applicable, also will be waived.

If you become *disabled* before age 60, your Basic Life, Supplemental Life and Dependent Life *premiums* will be waived until the earliest of the following dates:

- You're no longer *disabled* under the terms of the Plan.
- You begin receiving retirement benefits under the Assurant Pension Plan.

- You begin receiving retirement benefits under a *government plan*, as defined by the Plan and
- You attain Social Security *normal retirement age* as stated in the 1983 version of the Social Security Act.

Basic and Supplemental AD&D insurance will continue for up to one year from the date you become *disabled*.

If you become *disabled* at or after age 65, you're not eligible for the waiver of premium.

Exclusions

You'll not be eligible for the premium waiver if your disability results from:

- Intentionally self-inflicted *injury*, while sane or insane.
- War or any act of war, whether declared or not.
- Service in the armed forces of any country, combination of countries or international organization at war, whether declared or not; and
- Taking part in a riot or insurrection or an act of riot or insurrection.

How Benefits Are Paid

Benefits under \$5,000 are paid out in a lump sum directly to the beneficiary. If the benefit is \$5,000 or more, MetLife will set up a Total Control Account. The Total Control Account (TCA) is a draft account that works like a checking account:

- When your account is open, MetLife will send you a package which includes additional details about the TCA. We pay the full amount owed to you by placing your proceeds into the TCA and providing you a book of drafts. You can use the drafts like you would use checks.
- You can use a single draft to access the entire proceeds or several drafts for smaller amounts (as little as \$250). There are no limits on the number of drafts you can write. Processing time is similar to check processing.
- You earn interest on the money in your account from the date your account is open.
- We'll send you an account statement each month when there is activity in your account. If you have no activity, we'll send you a statement once every three months.
- You can name a beneficiary for your account. We'll include a beneficiary form in the package we send you when we open your account.

When Coverage Ends

Basic Life, Supplemental Life, Basic AD&D and Supplemental AD&D Insurance coverage ends on the earliest of the date:

- The policy(ies) are terminated.
- The policy(ies) are amended to exclude your eligible class.
- You're no longer in an eligible class.
- You retire or terminate employment; and
- A premium is not paid.

Dependent coverage ends on the earliest of:

- The date your coverage ends.
- The date the policy terminates or the dependent life insurance coverage terminates.
- The date your *spouse*, domestic partner or child(ren) no longer meet the eligibility requirements; or
- The date a premium is not paid.

Conversion to an Individual Policy

If Basic Life, Supplemental Life and/or Dependent Life Insurance terminates, you can apply for any individual policy offered by Massachusetts Mutual Insurance company through MetLife. You must apply and pay

the premium within 31 days of the date coverage terminates. The individual policy may be any they offer for conversion. No *SOH* is required. The amount of coverage that can be converted depends on the reason your insurance ended.

If your insurance ends because you're no longer eligible or because of a change in age or other status, you may convert the full amount that ended. However, if your insurance ends as the result of a change in the policy, you may not convert the full amount that ended. If the policy ends or is changed to reduce or end your life insurance and if you have been insured for at least five years under the policy, you may convert the lesser of:

- \$10,000; and
- The amount of life insurance that ended minus the amount of any group life insurance for which you become eligible within 31 days.

If you die within 31 days after your life insurance ends, MetLife will pay to your beneficiary the amount you could have converted, whether or not you applied or paid the premium.

You cannot apply for a conversion policy if your life insurance ends because you do not pay your *premiums* on time.

Basic and Supplemental AD&D Insurance cannot be converted to private policies.

MetLife will reach out to you to start the conversion process.

Business Travel Accident Insurance

The Business Travel Accident (BTA) Insurance provides financial protection against death and certain physical injuries resulting from a covered accident while you travel on company business. You're insured for five (5) times *plan pay*, up to \$5 million. Your *spouse/domestic partner* and all dependent children are insured when they accompany you on a business trip or during travel for relocation when authorized by Assurant. Insurance also is provided for Personal Deviations - non-business travel or activities unrelated to Assurant business undertaken while on a business trip. The maximum length of a personal deviation is 14 days.

BTA Insurance is provided through National Union Fire Insurance company of Pittsburgh, Pa. (the "Insurance company"), an insurance company subsidiary of American International Group, Inc. (AIG).

Accidental Death and Dismemberment Benefits

Business Travel Accident benefits depend on the type of covered loss as outlined in the chart below and are a percentage of the insured's principal sum. Your principal sum is five (5) times your *plan pay*, up to a maximum of \$5 million. The principal sum on your dependents is as follows:

- *Spouse* - \$100,000
- Dependent child - \$25,000

Accidental Death and Dismemberment Includes Loss of:	Percent of Principal Sum
Life	100%
Both hands or feet	100%
Sight of both eyes	100%
One hand and one foot	100%
One hand and sight of one eye	100%
One foot and sight of one eye	100%
Speech and hearing in both ears	100%
One hand or one foot	50%
Sight of one eye	50%
Speech or hearing in both ears	50%
Hearing in one ear	20%
Thumb and index finger of the same hand	25%

Paralysis includes	Percentage of Principal Sum
Quadriplegia	100%
Paraplegia	75%
Hemiplegia	50%
Uniplegia	25%

“Loss” of a hand or foot means complete severance through or above the wrist or ankle joint. “Loss” of sight of an eye means total and irrecoverable loss of the entire sight in that eye. “Loss” of hearing in an ear means total and irrecoverable loss of the entire ability to hear in that ear. “Loss” of speech means total and irrecoverable loss of the entire ability to speak. “Loss” of thumb and index finger means complete severance through or above the metacarpophalangeal joint of both digits.

“Quadriplegia” means the complete and irreversible paralysis of both upper and lower limbs. “Paraplegia” means the complete and irreversible paralysis of both lower limbs. “Hemiplegia” means the complete and irreversible paralysis of the upper and lower limbs on the same side of the body. “Uniplegia” means the complete and irreversible paralysis of one limb. “Limb” means entire arm or entire leg.

If an insured person sustains more than one covered loss as a result of the same covered accident, AIG will pay the benefit for the covered loss for which the largest benefit is payable.

Aggregate Limit of Indemnity Per Air Accident: \$25,000

The Aggregate Limit means the maximum amount payable under the Business Travel Accident Policy and may be reduced if more than one insured person suffers a loss as a result of the same accident and if the amounts are payable for those losses under one or more of the following benefits provided by the Policy: Accidental Death, Accidental Dismemberment and Paralysis Benefit, Coma Benefit, Security Evacuation Benefit. The maximum amount payable for all such losses for all insured persons under all those benefits combined will not exceed the amount shown above as the Aggregate Limit. If the combined maximum amount otherwise payable for all insured persons must be reduced to comply with this provision, the reduction will be taken by applying the same percentage of reduction to the individual maximum amount otherwise payable for each insured persons for all such losses under all those benefits combined.

Attendor Benefit

If a Repatriation of Remains benefit becomes payable under the Policy, the benefit will also pay for expenses reasonably incurred for one person (referred to as the Attendor) to accompany the deceased insured person’s

remains from the place where death occurred to the deceased insured person's place of primary residence, but not to exceed the cost of one round-trip economy airfare ticket. The cost of the Attendor's lodging and meals is also covered for up to seven days, but (a) only while the Attendor is away from his or her place of primary residence in connection with accompanying the deceased insured person's remains as described above, and (b) not to exceed \$1,000 per day for lodging and meals. Travel Guard Group, Inc. must make all arrangements and must authorize all expenses in advance for this benefit to be payable.

Bedside Visitor Benefit

If the insured person is confined to a *hospital* or other medical facility for three days or more due to a disease, sickness or infection which begins while coverage under the Policy is in force or *Injury*; the benefit will pay for expenses reasonably incurred to bring one person chosen by the insured person to and from the *hospital* or other medical facility where the insured person is confined if the place of confinement is outside a 100-mile radius from the insured person's place of primary residence; but not to exceed the cost of one round-trip economy airfare ticket. The benefit will also pay for lodging and meals for up to three days for such person in the area of such place of confinement, but (a) only while the insured person remains so confined, and (b) not to exceed \$200 per day for lodging and \$100 per day for meals. Travel Guard Group, Inc. must make all arrangements and must authorize all expenses in advance for this benefit to be payable. An *Injury* is defined as a bodily injury: 1) which is sustained as a direct result of an unintended, unanticipated accident that is external to the body and that occurs while the injured person's coverage under the Policy is in force; 2) which occurs under the circumstances described; and 3) which directly (independent of sickness, disease, mental incapacity, bodily infirmity or any other cause) causes a covered loss.

Bereavement and Trauma Counseling Benefit

If the insured person suffers a covered accidental death, accidental dismemberment or paralysis, or coma the Policy will pay benefits for Covered Bereavement and Trauma Counseling Expenses for the insured person and all of his or her immediate family members for up to 10 sessions combined, with a maximum of \$250 per session. The expenses must be incurred within one year of the date of the accident.

Carjacking Benefit

The company will pay a benefit when the Insured Person suffers one or more losses for which benefits are payable under the Accidental Death Benefit, Accidental Dismemberment and Paralysis Benefit, Coma Benefit as a result of a carjacking of an automobile while the insured person is operating, or riding as a passenger in, (including getting in or out of) such automobile. The amount payable is the lesser of: 1) \$50,000; or 2) 10% of the largest benefit payable under any one of the benefits specified above due to the carjacking. Only one benefit is payable for all losses as a result of the same carjacking.

Coma Benefit

If *Injury* renders an insured person comatose within 365 days of the date of the accident that caused the *Injury*, and if the coma continues for a period of 30 consecutive days, this benefit will pay a monthly benefit of 2% of the insured person's Principal Sum. This will be payable monthly for 11 months if the insured person remains comatose due to that *Injury*. If the insured person remains comatose through the 11th month, any residual portion of that insured person's Principal Sum will become payable on the first day of the 12th month during which the insured person remains comatose. If the insured person ceases to be Comatose due to the *Injury* any time during the first 11 months, the monthly benefit will end. No benefit is provided for the first 30 days of coma. No benefit is payable after the date the total amount of monthly Coma benefits paid for all Injuries caused by the same accident equals 100% of the Principal Sum. Benefits will be calculated at a rate of 1/30th of the monthly benefit for each day for which the insured person is comatose for less than a full month. Only one benefit is provided for any one month of Coma, regardless of the number of Injuries causing the coma.

The Insurance company reserves the right, at the end of the first 30 consecutive days of Coma and as often as it may reasonably require thereafter, to determine, on the basis of all the facts and circumstances, that the insured person is Comatose, including, but not limited to, requiring an independent medical examination

provided at the expense of the Insurance company.

Coma or comatose is defined as a profound state of unconsciousness from which the insured person cannot be aroused to consciousness, even by powerful stimulation, as determined by a physician.

Home Alteration and Vehicle Modification Benefit

The plan will cover the cost of certain home alteration and vehicle modification expenses incurred within one year of the date of the accident, up to a maximum of \$50,000, if the insured person suffers a covered accidental dismemberment and paralysis benefit for which an Accidental Dismemberment and Paralysis Benefit is payable under the Policy.

Rehabilitation Benefit

If an insured person suffers an accidental dismemberment or paralysis for which an Accidental Dismemberment and Paralysis benefit is payable under the Policy, the insured person will be reimbursed for Covered Rehabilitative Expenses that are due to the *Injury* causing the dismemberment or paralysis. Reimburses Covered Rehabilitation Expenses, up to a maximum of \$50,000, incurred within two years of and as a result of an *Injury* causing a covered dismemberment or paralysis.

Repatriation of Remains Benefit

Pays benefits for covered expenses to return the insured person's body to his or her home if the insured person suffers a covered loss of life due to *Injury* or Emergency Sickness while at least 50 miles from home. All arrangements must be made through Travel Guard Group, Inc. Emergency Sickness is defined as an illness or a disease, diagnosed by a physician, which meets all of the following criteria: 1) there is present a severe or acute symptom requiring immediate care and the failure to obtain such care could reasonably result in serious deterioration of the insured person's condition, or place his or her life in jeopardy; 2) the severe or acute condition occurs suddenly and unexpectedly; and 3) the severe or acute symptom occurs while the policy is in force as to the person suffering the symptom.

Seatbelt and Airbag Benefit

Pays a benefit of the lesser of 1) 10% of the insured person's Principal Sum; or 2) \$50,000 if the insured person is protected by a seat belt when he/she suffers a covered accidental death under the Policy while operating or riding as a passenger in a private passenger automobile. If the insured person is also protected by an air bag that inflates on impact, an additional benefit of the lesser of 1) 10% of the Principal Sum; or 2) \$50,000 is payable.

Security Evacuation Benefit

This benefit helps to ensure the safety and well-being of employees who travel outside their home country on Assurant's behalf, including those who require a Security Evacuation. The Security Evacuation benefit pays for eligible expenses up to a \$100,000 benefit maximum to take an insured person to a location, as determined by the Insurance company's designated service *provider*, where 1) the insured person can be presumed safe from the occurrence that precipitated the Security Evacuation; and 2) the insured person has access to transportation; and 3) the insured person has the availability of temporary lodging, if needed. Security Evacuation benefits are payable only once per occurrence. Covered occurrences may include:

- Expulsion by appropriate authorities from host country or being declared persona non-grata.
- Political or military occurrences that trigger an Advisory from appropriate authorities involving a host country.
- Verified Physical Attack or Verified Threat of Physical Attack from a third party.
- The insured person is deemed kidnapped or a Missing Person by local or international authorities and, when found, his or her safety or well-being is in question within seven days of being found. A Missing Person is defined as an insured person who disappeared for an unknown reason, and whose disappearance was reported to the appropriate government authorities of the insured person's host country, home country, or country of permanent assignment.

- Natural Disaster (within seven days of the event). A Natural Disaster is defined as a storm (wind, rain, snow, sleet, hail, lightning, dust or sand), earthquake, flood, volcanic eruption, wildfire, or other similar event that is due to natural causes and results in such severe and widespread damage that the area of damage is officially declared a disaster area by the government of the host country, and the area is deemed to be uninhabitable or dangerous.

The benefit also includes options to return to the insured person's host country if return is safe and permitted, home country, or place of assignment within seven days of Security Evacuation. All arrangements must be made through Travel Guard Group, Inc.

Security Evacuation Benefit Exclusions

In addition to the General Exclusions, no benefits are payable under the Security Evacuation Expense Benefit for charges, fees or expenses:

- Payable under any other provision of the Policy.
- That are recoverable through the insured person's employer.
- Arising from or attributable to an actual fraudulent, dishonest or criminal act committed or attempted by an insured person, acting alone or in collusion with others.
- Arising from or attributable to an alleged:
 - Violation of the laws of the host country by an insured person; or
 - Violation of the laws of the insured person's home country unless the Insurance company's designated service *provider* determines that such allegations were intentionally false, fraudulent and malicious and made solely to achieve a political, propaganda and/or coercive effect upon or at the expense of the insured person.
 - Due to the insured person's failure to maintain and possess duly authorized and issued required travel documents and visas.
 - Arising from an Occurrence which took place in an Excluded Country.
 - For repatriation of remains expenses.
 - For common or endemic or epidemic diseases or global pandemic disease as defined by the World Health Organization.
 - For medical services.
 - For monies payable in the form of a ransom if a Missing Person case evolves into a kidnapping.
 - Arising from or attributable, in whole or in part, to a debt, insolvency, commercial failure, the repossession of any property by any title holder or lien holder or any other financial cause.
 - Arising from or attributable, in whole or in part to non-compliance by the insured person with regard to any obligation specified in a contract or license.
 - Due to military or political issues if the insured person's Security Evacuation request is made more than seven days after the Appropriate Authority(ies) Advisory was issued.

Travel Assistance Services

A full spectrum of travel, medical, security, and assistance services are offered to help travelers cope with emergencies and simplify the travel experience. These services are provided by Travel Guard®, a wholly owned subsidiary of AIG.

Highlights

- 24/7 assistance services while traveling virtually anywhere in the world.
- A members-only website and mobile app, which offers up-to-date travel destination information, advisories, and alerts.
- Global service centers, which respond to emergency medical, travel and security needs 24/7/365, are located in key regions around the globe.
- An extensive network with access to over 650,000 medical *providers* worldwide.

- Direct payment of expenses when using a local *provider*; eliminates an employees' *out-of-pocket* costs while traveling.
- An in-house security operation that includes a global network of more than 400 security professionals who are ready to assist on the spot.
- Secure evacuation assistance. 24/7 access to online Travel Security Awareness Training.

To access your assistance website, visit www.aig.com/us/travelguardassistance and download the AIG Travel Assistance mobile app to your Apple or Android smartphone. Register with Policy number 9154105. Expenses incurred from third-party vendors for services not part of a filed insurance plan are the responsibility of the traveler.

Exclusions to Business Travel Accident Insurance

Unless otherwise provided by the Policy, no coverage shall be provided under the Policy and no payment shall be made for any loss resulting in whole or in part from, or contributed to by, or as a natural and probable consequence of any of the following excluded risks even if the proximate or precipitating cause of the loss is an accidental bodily *Injury*:

- Suicide or any attempt at suicide or intentionally self-inflicted *Injury* or any attempt at intentionally self-inflicted *Injury*.
- Travel or flight in or on (including getting in or out of, or on or off of) any vehicle used for aerial navigation, whether as a passenger, pilot, operator or crew member, unless specifically provided by the Policy.
- Declared or undeclared war, or any act of declared or undeclared war unless specifically provided by the Policy.
- Sickness, disease, mental incapacity or bodily infirmity whether the loss results directly or indirectly from any of these, unless specifically provided by this Policy.
- Infections of any kind regardless of how contracted, except bacterial infections that are directly caused by botulism, ptomaine poisoning or an accidental cut or wound independent and in the absence of any underlying sickness, disease or condition including but not limited to diabetes, unless specifically provided by this Policy.
- Full-time active duty in the armed forces National Guard or organized reserve corps of any country or international authority. (Unearned premium for any period for which the Insured Person is not covered due to his or her active duty status will be refunded.) (Loss caused while on short-term National Guard or reserve duty for regularly scheduled training purposes is not excluded.)
- The Insured Person being under the influence of intoxicants while operating any vehicle or means of transportation or conveyance.
- The Insured Person being under the influence of drugs unless taken under the advice of and as specified by a Physician.
- The Insured Person's commission of or attempt to commit a felony.

When Business Travel Accident (BTA) Insurance Coverage Ends

BTA ends on the earliest of:

- The date the person is no longer in an eligible class.
- The date the person enters full time active duty in any Armed Forces (active duty does not include Reserve or National Guard duty for training unless it extends beyond 31 days).
- The end of the period for which the last premium is paid.
- The date the BTA policy ends; or
- The date the business segment with which the insured person is affiliated ceases to be covered under this policy.

Naming a Beneficiary

You can name anyone you choose to be your beneficiary. Your beneficiary will receive benefits from your Basic and Supplemental Life Insurance coverage, plus any death benefits payable from your Basic AD&D, Supplemental AD&D and Business Travel Accident Insurance. You're the beneficiary for Dependent Life Insurance.

Beneficiaries can be added and/or changed at any time in MyHR in the Benefits Worklet > Change Benefits > Benefits Event > Add/Change Beneficiary.

You can choose one or more persons to be your beneficiary by individual plan. Benefits may be distributed among several people equally or you can divide according to a percentage (e.g., 60% to one person and 40% to another).

You also can have a primary and contingent beneficiary. A primary beneficiary is the person who is "first in line" to receive benefits. A contingent beneficiary will receive benefits only if your primary beneficiary dies before you do or is otherwise ineligible to receive benefits.

If you don't name a beneficiary or the person you've named is no longer living when you die (or is ineligible to receive benefits), MetLife will pay the Basic and Supplemental Life Insurance and any death benefits payable under the Basic and Supplemental AD&D policies in the following order:

- Your legal *spouse*.
- Your domestic partner.
- Your or your domestic partner's children, in equal shares.
- Your parents, in equal shares; or
- Your estate.

If there is no named beneficiary or surviving beneficiary or if the insured person dies while benefits are payable to him/her, company Business Travel Accident Insurance benefits will be paid in equal shares to the survivors in the first surviving class that follow: The insured's 1) spouse; 2) children; 3) parents; or 4) brothers and sisters. If no class has a survivor, the beneficiary is the insured's estate.

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Disability Plan

Assurant's Disability Plan replaces a portion of your earnings if you're unable to work because of your own serious health condition, pregnancy or following a qualifying accident or injury, providing a level of financial safety that could make a big difference to you and your family.

The Disability Plan has three components:

- Short-Term Disability (STD) coverage.
- Core Long-Term Disability (LTD) Insurance.
- LTD Buy-Up option (Core option + 10% Buy-Up option).

Lincoln Financial is the disability manager for STD and the insurer for LTD benefits.

How the Plan Works

Eligibility and Enrollment

You must be employed by Assurant for at least 90 calendar days and be a benefits-eligible employee for Short-Term Disability (STD) and Long-Term Disability (LTD) coverage to be effective. Your coverage is effective on the 91st day.

You're automatically enrolled for STD coverage and LTD (Core option) insurance when you're eligible. If you're not actively working on the day STD or LTD would otherwise be effective, coverage will not take effect until you return to work.

Newly eligible employees may elect the Long-term Disability (LTD) Buy-Up option for an additional 10% of coverage without providing evidence of insurability. Enrollment after thirty days of eligibility (late enrollment) or any future enrollment changes require evidence of insurability through MyHR. The LTD Buy-Up option coverage is subject to a Pre-Existing Condition Exclusion. "Pre-Existing Condition" means a condition resulting from an *injury* or sickness for which the covered person is diagnosed or received treatment within six months prior to the covered person's effective date of coverage. This policy will not cover any disability or partial disability:

- Which is caused or contributed to by, or results from, a Pre-Existing Condition; and
- Which begins in the first 12 months immediately after the covered person's effective date of coverage.

Cost of Coverage and Taxes

Short-Term Disability and Long-Term Disability (Core option) coverage is fully paid by Assurant. You have the option of buying an additional 10% of LTD coverage that would bring your LTD benefit to a total of 60% of income replacement.

You pay imputed income on the cost of the coverage for the Core LTD coverage. If you purchase the additional 10%, the premium will be deducted from your pay on an after-tax basis. As a result, you're still responsible for paying any state/and or local income taxes that may apply. Any LTD benefits you receive are not subject to federal income tax or FICA taxes (Social Security and *Medicare*).

You do not pay imputed income on the cost of coverage for STD coverage, though you will be fully taxed on any STD benefits you receive.

Disability Benefits At-a-Glance

	Short-Term Disability	Long-Term Disability (Core Option)	Long-Term Disability (Core + 10% Buy-Up Option)
Eligibility Period	90 days	90 days	90 days
Qualifying Period	7 consecutive calendar days	6 months	6 months
Benefit Amount			
90 days of service or less	No pay	No pay	No pay
91 days of service or more	66.67% of your <i>base pay</i> (Weeks 2-26) for all disability leaves except if you go out on leave due to pregnancy. Pregnancy Leave Benefit*: 100% of your <i>base pay</i> for up to 8 weeks	50% of <i>plan pay</i>	60% of <i>plan pay</i>
Imputed income on employer-paid benefits	No	Yes	N/A
Benefit is taxed	Yes	No	No
Maximum Benefit Period	25 weeks	<i>Normal retirement age</i>	<i>Normal retirement age</i>

* Typically, Pregnancy Leave is six weeks for the birth of a child, though up to eight weeks may be approved based on *medical necessity*.

Authority

For Short-Term Disability benefits, Lincoln Financial has discretionary authority to determine eligibility for Short-Term Disability benefits. Determinations made by Lincoln Financial are conclusive and binding on all parties, unless appealed to and approved by the Benefit Plans Committee. See [Claim Appeals](#) for more information.

For Long-Term Disability benefits, Lincoln Financial has discretionary authority to determine eligibility for participation and for benefits and to interpret the terms of the Long-Term Disability Plan. Determinations and interpretations made by Lincoln Financial are conclusive and binding on all parties. See [Claim Appeals](#) for more information.

Short-Term Disability

Lincoln Financial

The Short-Term Disability program is managed by Lincoln Financial. If your disability leave is expected to be longer than seven consecutive calendar days, you must notify your manager immediately and file a claim with Lincoln Financial as soon as the need for a disability leave is known, but no later than 45 days from your first date of disability. To initiate a disability claim, call Lincoln Financial at 1-800-213-1939 or submit your claim online at MyLincolnPortal.com (use the company code Assurant), and your disability case manager will contact you within two business days.

If Lincoln Financial does not approve your leave, no benefits are payable.

When You Call Lincoln Financial

You'll be asked some basic questions about yourself, your job, your disability and contact information for your *physician*. You'll need to sign a form authorizing your doctor's office to release information about your

condition. The form will be included in the disability material that Lincoln Financial mails to your home. This release must be signed by you and faxed or mailed to Lincoln Financial as soon as possible. The fax number and mailing address are shown on the medical release form.

You should let your doctor know that he or she will be contacted to certify your disability.

If your *physician* does not provide Lincoln Financial with medical information that objectively supports your disability, your claim will be pending for 30 days from the date you call Lincoln Financial. If the data to certify your disability is not provided by the end of this period, your claim will be denied. Information on how to *appeal* Lincoln Financial decision will be in their denial letter.

Definition of Disability

Generally, you're considered *disabled* if you're unable to perform the material duties of your regular job with Assurant due to an illness, *injury* or pregnancy, or if you're partially *disabled* and still working and your disability prevents you from earning more than 80% of your *base pay* in your regular job with Assurant.

Lincoln Financial may require that you be examined by a *physician* or other health care *provider*. If Lincoln Financial determines that an independent medical examination is needed, they'll arrange this at no cost to you. Failure to attend an independent medical examination could result in a loss of benefits.

Note: Even if Assurant has approved your leave of absence, made an accommodation (per ADA rules) or does not allow you to return to work in another position as a result of *injury* or illness, this does not mean that you're "*disabled*" as defined by the Disability Plan. You should call your local HR partner if you're requesting an accommodation.

Short-Term Disability Benefit Amount

Your Short-Term Disability benefit is based on your *base pay* as shown in the [Disability Benefits-At-a-Glance chart](#).

Your STD benefit is equal to the Benefit Amount less any Offset Amount you receive or are eligible to receive.

Offset Amount

If you're eligible for any of the following benefits, the total of all weekly benefits plus the pro-rated amount of any lump sum payments will be subtracted from the Benefit Amount:

- Any salary, wages, partnership or proprietorship draw, commissions or similar pay from any work you do.
- Social Security disability benefits, including dependent benefits payable because of your *injury*, sickness or pregnancy.
- Disability benefits from *workers compensation* or a *government plan*, other than Social Security.
- Retirement, disability or similar benefits (not including your contributions from a *retirement plan* sponsored by Assurant).

Retirement benefits from a *retirement plan* or a *government plan* will be included only if you choose to receive them.

- Any no-fault motor vehicle coverage, unless:
 - State law or regulation does not allow group disability benefits to be reduced by benefits from no-fault motor vehicle coverage.
 - The no-fault motor vehicle coverage determines its benefits after benefits have been paid under the policy; or
 - The benefits are provided under optional coverage.

STD Exclusions

- Any disability that begins before your STD coverage becomes effective and any disability that begins after your coverage is terminated.
- A disability caused by war or any act of war, whether declared or not.
- Intentionally self-inflicted *injury*, while sane or insane.
- A disability that results from taking part in committing an assault or felony.
- A disability resulting from elective cosmetic procedures. The following instances of reconstructive surgery do not count as elective cosmetic procedures:
 - Surgery required because of a previous surgical procedure that was necessary to treat an infection or disease.
 - Surgery following a *medically necessary* mastectomy.
 - *Medically necessary* surgery to correct damage caused by an accident or injury.
 - Surgery to correct a congenital defect.
- Any vague or unidentifiable condition that cannot be described by a standard medical nomenclature diagnosis and for which you're not undergoing tests or receiving treatment.
- A disability that begins while you're not at work because of a disciplinary action or administrative suspension.

You cannot receive Short-Term Disability benefits for the same time period you receive Paid Time Off, *banked essential absence days* or alternate holidays.

When Benefits Begin

You must be actively at work for at least 90 days before you're eligible for STD benefits. You must be *disabled* under the terms of the Plan for seven consecutive calendar days before you can receive STD benefits. This is called your *qualifying period*. If you remain *disabled* and your disability is approved by Lincoln Financial, benefits begin on the eighth day. If Lincoln Financial has not received the information required to approve your disability by the end of the *qualifying period*, your pay will be suspended until it is received and approved by Lincoln Financial.

If you have *banked essential absence days*, alternate holidays or accrued PTO remaining in the calendar year, you'll be required to use them in that order as allowed by law to continue your pay during the *qualifying period*.

If you do not have any paid time available, the *qualifying period* will be unpaid.

Enhanced Pregnancy Leave

After you're employed with Assurant for 90 days, all benefits-eligible employees will be eligible for up to eight weeks of Pregnancy Leave, paid at 100%. Typically, Pregnancy Leave is 6 weeks for the birth of a child, though up to 8 weeks may be approved based on any *medical necessity*.



When Benefits End

Short-Term Disability benefits end on the earliest of the following dates:

- You reach the Short-Term Disability maximum benefit period.
- You're no longer *disabled* as determined by Lincoln Financial.
- You return to work at your regular, pre-disability schedule.
- Your employment is terminated by the company for cause.
- You die.
- It is determined that you're not following an *appropriate medical plan* by the disability *claims administrator*.
- You refuse to accept a work opportunity with your employer when you're functionally capable of performing such work; and
- You do not submit medical evidence of your disability when asked to do so.

If You Become Disabled Again

If you become *disabled* again, the same disability period will continue, and you'll not need to satisfy an additional elimination period if:

- You return to active full duty work for less than 30 days and you then become *disabled* due to the same or related cause; or
- You return to active full duty for less than one day and become *disabled* due to a different cause.

If you return to active work for more than the time shown above and then become *disabled* again, you'll start a new *period of disability*. You'll be required to file a new claim and satisfy a new elimination period in order for benefits to begin.

In either of the above situations, you must call Lincoln Financial to let them know that you're *disabled* again. If you do not call within 14 days, your benefits may be reduced (as outlined above).

Long-Term Disability

Long-Term Disability Insurance is based on *plan pay*. If your *plan pay* changes throughout the year, the amount of insurance can change.

Definition of Disability

For the Long-Term Disability Plan, you're considered *disabled* if you satisfy either the Occupation Test or Earnings Test as determined by Lincoln Financial (the *claims administrator* for Long Term Disability).

Occupation Test - During the six-month *qualifying period* and the following 24 months, you must be

- Under the regular care and attendance of a doctor; and
- Unable to perform at least one of the material duties of your regular occupation due to injury, illness or pregnancy.

After that, you must be unable to perform at least one of the material duties of each gainful occupation for which your education, training, experience, age, physical and mental capacity qualifies you.

Earnings Test - You'll be considered *disabled* even if you're actually working if an *injury*, sickness or pregnancy prevents you from earning more than 80% of your indexed *plan pay* in any occupation for which your education, training or experience, age, physical and mental capacity qualifies you.

On each anniversary of the date your disability started, Lincoln Financial will use your *indexed monthly pay* to decide whether you're *disabled* under this test. If your actual earnings during any month are more than

80% of your *indexed monthly pay*, you'll not be considered *disabled* under the Earnings Test during that month. In making this determination salary, wages, partnership or proprietorship draw, commissions, bonuses or similar pay and any other income you receive or are entitled to receive will be included. However, sick pay and Short-Term Disability for periods not at work will not be included. Any lump sum payment will be pro-rated, based on the time over which it accrued or the period for which it was paid.

Lincoln Financial may require you to be examined by a physician periodically (at no cost to you) to confirm your continuing disability.

Long-Term Disability Schedule Amount and Benefit

The Benefit Amount up to 60% of your monthly *plan pay*, up to \$15,000 per month. For each day of a period less than a full month, the Benefit Amount will be 1/30th of this amount. The LTD Core option is provided by Assurant at no cost to you and covers 50% of your *plan pay*, up to \$15,000 per month. You have the opportunity to enroll in the LTD Core + Buy-Up option which covers 60% of your *plan pay* at the time of disability, up to \$15,000. If you elect the LTD Core + Buy-Up option, you pay the premium for the Buy-Up option on an after-tax basis each pay period.

Your LTD benefit is the lesser of:

- The Benefit Amount minus the Offset Amount (listed below); or
- The *monthly payment limit* minus the sum of the Offset Amount and the Other Sources (listed below).

The minimum monthly benefit is the greater of \$100 and 10% of your Benefit Amount. If your *period of disability* is less than a full month, the Disability benefit is 1/30th of \$100 for each day of disability after the *qualifying period* ends.

Offset Amount

If you're eligible for any of the following benefits or other amounts, the total of all monthly benefits and other amounts plus the pro-rated amount of any lump sum payments will be subtracted from your gross LTD benefit:

- If you're eligible to receive any salary, wages, partnership or proprietorship draw, commissions or similar pay from any work you do, the Plan will not consider such income for the 12 consecutive months starting on the day you become entitled to it, as long as the sum of:
 - The income described above.
 - Gross LTD benefit; and
 - Benefits from any sources described in [Other Sources](#) is not more than 100% of your monthly *plan pay*. If the sum is more than 100% of your monthly *plan pay*, the Plan will subtract the amount over 100% when determining your benefit under this policy.

Proportionate Loss Monthly Calculation with Work Incentive Benefit

For the first 12 months, the work incentive benefit will be an amount equal to the Covered Person's Basic Monthly Earnings multiplied by the benefit percentage shown in the [Disability Benefits](#), without any reductions from earnings. The work incentive benefit will only be reduced, if the Monthly Benefit payable plus any earnings exceed 100% of the Covered Person's Basic Monthly Earnings. If the combined total is more, the Monthly Benefit will be reduced by the excess amount so that the Monthly Benefit plus the Covered Person's earnings does not exceed 100% of his Basic Monthly Earnings.

Thereafter, to figure the Amount of Monthly Benefit the formula (A divided by B) x C will be used.

A = The Covered Person's Basic Monthly Earnings minus the Covered Person's earnings received while he is Partially *Disabled*. This figure represents the amount of lost earnings.

B = The Covered Person's Basic Monthly Earnings.

C = The Monthly Benefit as figured in the Disability provision of this policy plus the Covered Person's earnings received while he is Partially *Disabled*, (but, not including adjustments under the Cost of Living Adjustment Benefit, if included).

On the first anniversary of benefit payments and each anniversary thereafter, for the purpose of calculating the benefit, the term "Basic Monthly Earnings" is:

- Replaced by "*Indexed Basic Monthly Earnings*"; and
- Increased annually by 7%, or the current annual percentage increase in the Consumer Price Index, whichever is less.

The Monthly Benefit payable will not be less than the Minimum Monthly Benefit shown in the [Disability Benefits](#). However, if an overpayment is due to Liberty, the Minimum Monthly Benefit otherwise payable under this provision will be applied toward satisfying the overpayment.

Other Income Benefits and Other Income Earnings

Other Income Benefits means:

- The amount for which the Covered Person is eligible under:
 - Workers' or Workmen's Compensation Laws.
 - Occupational Disease Law.
 - Title 46, United States Code Section 688 (The Jones Act).
 - Any work loss provision in mandatory "No-Fault" auto insurance.
 - Railroad Retirement Act.
 - Any governmental compulsory benefit act or law; or
 - Any other act or law of like intent.
- The amount of any Disability benefits which the Covered Person is eligible to receive under:
 - Any other group insurance plan of the Sponsor.
 - Any governmental retirement system as a result of his employment with the Sponsor; or
 - Any individual insurance plan where the premium is wholly or partially paid by the Sponsor. However, Liberty will only reduce the Monthly Benefit if the Covered Person's Monthly Benefit under this policy, plus any benefits that the Covered Person is eligible to receive under such individual insurance plan exceed 100% of the Covered Person's Basic Monthly Earnings. If this sum exceeds 100% of Basic Monthly Earnings, the Covered Person's Monthly Benefit under this policy will be reduced by such excess amount.
- The amount of benefits the Covered Person receives under the Sponsor's *Retirement Plan* as follows:
 - The amount of any Disability Benefits under a *Retirement Plan*, or Retirement Benefits under a *Retirement Plan* the Covered Person voluntarily elects to receive as retirement payment under the Sponsor's *Retirement Plan*; and
 - The amount the Covered Person receives as retirement payments when he reaches the later of age 62, or *normal retirement age* as defined in the Sponsor's plan.
- The amount of Disability and/or Retirement Benefits under the United States Social Security Act, the Canada Pension Plan, the Quebec Pension Plan, or any similar plan or act, which:
 - The Covered Person receives or is eligible to receive; and
 - His *spouse*, child or children receives or are eligible to receive because of his Disability; or
 - His *spouse*, child or children receives or are eligible to receive because of his eligibility for retirement benefits.

- Any amount the Covered Person receives from any unemployment benefits.

Other Income Earnings means:

- The amount of earnings the Covered Person earns or receives from any form of employment including severance; and
- Any amount the Covered Person receives from any formal or informal sick leave or salary continuation plan(s).

Other Income Benefits, except retirement benefits, must be payable as a result of the same Disability for which Liberty pays a benefit. The sum of Other Income Benefits and Other Income Earnings will be deducted in accordance with the provisions of this policy.

If You Don't Apply for Offset Amounts or Sources of Income

If you're eligible for any Offset Amounts or Other Sources or would be if you applied for them on a timely basis, Short-Term Disability or Long-Term Disability benefits will be determined as if you were receiving them.

Lincoln Financial will estimate the amount payable from these other sources. Your disability benefit will not be reduced by the estimated amount if you:

- Provide satisfactory proof of application for other income benefits;
- Sign a reimbursement agreement under which, in part, you agree to repay Lincoln Financial for any overpayment resulting from the award or receipt of other income benefits;
- If applicable, provide satisfactory proof that all appeals for other income benefits have been made on a timely basis to the highest administrative level unless Lincoln Financial determines that further appeals are not likely to succeed; and
- If applicable, submits satisfactory proof that other income benefits have been denied at the highest administrative level unless Lincoln Financial determines that further appeals are not likely to succeed. It will reduce your LTD benefits by this estimate until Lincoln Financial receives proof that such benefits or other amounts are not payable or are denied. It will continue to offset your LTD benefit by its estimate of your Social Security benefit until it receives a notice of denial of the first level of *appeal* after an initial denial. (See [Social Security Assistance](#) under Special Features of the LTD Plan).

If the actual amount payable from an Offset Amount or Other Sources is different from Lincoln Financial's estimate, it will adjust your LTD benefit. If you were paid a lower benefit than you should have, you'll be paid the difference. If you were paid a higher benefit than you should have, you must pay back the difference. Any future LTD benefits that are due, including the minimum benefit, will be applied to the overpayments until it is reimbursed in full.

Lump Sum Benefits

If you receive benefits from any source in a lump sum, Lincoln Financial will pro-rate it on a monthly basis over the time in which it accrued, based on information from the source of the payment. If such period cannot be determined, it will be prorated at the lesser of the remainder of the Maximum Benefit Period or five years.

LTD Exclusions

The Disability Plan will not pay benefits for any time you're confined to any facility because you were convicted of a crime or public offense. In addition, the Plan will not provide benefits for a disability caused by:

- War or any act of war, whether declared or not.
- Intentionally self-inflicted *injury*, while sane or insane.
- Active participation in a riot.
- Taking part in, or the result of taking part in, an assault or felony or misdemeanor.

- *Cosmetic surgery* unless such surgery is in connection with an *injury* or sickness sustained while you're covered under this plan.
- No benefit will be payable during any period of incarceration.

The Plan will not pay benefits if:

- Assurant offers you the opportunity to return to limited work while you're *disabled*.
- You're functionally capable of performing the limited work that is offered; and
- You do not return to work when scheduled.

Benefits will end as of the date you were first scheduled to return to work. Subject to the terms of the LTD policy, benefits will recommence on the earlier of the date you return to such work, if you remain *disabled* or the date your disability worsens so that you're no longer capable of such work.

If You Receive a Cost of Living Increase

Your LTD benefit will not be reduced further if an Offset Amount or Other Source changes because of a cost-of-living increase.

When Benefits Begin

LTD benefits begin on the later of the completion of the six-month *qualifying period* and the day after you have exhausted your STD benefits. You must remain *disabled* as defined by the Plan throughout the *qualifying period*.

Duration of Benefits

After you meet the six-month *qualifying period* Long-Term Disability benefits may continue until the earlier of:

- The date you're no longer *disabled*.
- The date you reach the maximum benefit period shown in the following chart.

Your age on the date your period of disability starts:	Your maximum benefit period is:
Before 60	The day before retirement age
60 but before 65	The day before retirement age or 36 months of disability, whichever is longer
65 but before 68	24 months of disability
68 but before 70	18 months of disability
70 but before 72	15 months of disability
72 or older	12 months of disability

Minimum Monthly Benefit:

The Minimum Monthly Benefit is \$100 or 10% of the Covered Person's Gross Monthly Benefit, whichever is greater.

Maximum Benefit Period:

Age at Disability Maximum Benefit Period

Less than age 60 Greater of SSNRA* or to age 65 (but not less than 5 years)

60	60 months
61	8 months
62	42 months
63	36 months

64	30 months
65	24 months
66	21 months
67	18 months
68	5 months
69	and over 12 months

* SSNRA means the Social Security *normal retirement age* as figured by the 1983 amendment to the Social Security Act and any subsequent amendments and provides:

Year of Birth *normal retirement age*

Before 1938	65
1938	65 and 2 months
1939	65 and 4 months
1940	65 and 6 months
1941	65 and 8 months
1942	65 and 10 months
1943-1954	66
1955	66 and 2 months
1956	66 and 4 months
1957	66 and 6 months
1958	66 and 8 months
1959	66 and 10 months
1960	and after 67

Alcoholism, Drug Addiction, Chemical Dependency and Mental Illness

If you're *disabled* because of alcoholism, drug addiction, chemical dependency or *mental illness*, your maximum benefit period is 24 months. This is a combined maximum for all periods of disability and for all of these conditions.

Your *period of disability* is considered due to alcoholism, drug addiction, chemical dependency or *mental illness* if:

- You're limited by one or more stated conditions and
- You do not have other conditions which, in the absence of the stated conditions, would continue to exist, limit your activities and lead Lincoln Financial to conclude that you're *disabled*.

Benefits may be payable for more than 24 months, but not beyond the Maximum Benefit Period shown in the above chart, if you're *hospital* confined at the end of the 24-month period and you remain *disabled*. Benefits will continue for the length of your confinement If you're not confined in a *Hospital* or Institution for *Mental Illness* and/or substance abuse, but you're fully participating in an Extended Treatment Plan for the condition that caused Disability, the Monthly Benefit will be payable for up to a combined period of 36 months.

When Benefits End

Your Long-Term Disability benefits end on the earliest of the following dates:

- You're no longer *disabled* as determined by Lincoln Financial.
- You reach the maximum benefit period.
- You die.
- You're determined to have perpetuated fraud on the Plan.

- You fail to comply with an independent medical examination, functional capacity evaluation, vocational assessment or other evaluation as may be required by the *claims administrator*.
- It is determined you're not following an *appropriate medical plan*.
- You fail to fully cooperate with an *appropriate medical plan* or *rehabilitation plan* without good cause.
- You refuse to accept a work opportunity with Assurant where workplace modifications or accommodations were made to allow you to perform the material and substantial duties of the job.
- You do not submit medical evidence of your disability when asked to do so by the *claims administrator* or you fail to provide objective medical documentation of a disability (Lincoln Financial) can request additional medical documentation of an ongoing disability as often as it deems reasonably necessary).
- You're able to work in your own occupation on a part-time basis, but chose not to.
- You refuse to fully participate in a Rehabilitation Program recommended by Lincoln Financial according to the individually written Rehabilitation Program.
- Your current partial disability earnings exceed 80% or your *Indexed Basic Monthly Earnings*. Because your earnings may fluctuate, Lincoln Financial will average earnings over three consecutive months rather than immediately terminating your benefit once 80% of indexed basic monthly earnings has been exceeded.

If You Become Disabled Again

If you become *disabled* again after you return to active work, the same *period of disability* will continue if:

- You return to your own occupation on an active employment basis for less than six continuous months and you become *disabled* due to the same or related cause; and you perform all the material and substantial duties of your own occupation; and you experience more than a 20% loss of covered earnings.

If your return to active full duty meets either of these conditions, your Long-Term Disability benefits will resume immediately. The maximum benefit period will continue on the day you become *disabled* again.

If you return to active full duty for more than the time shown above and become *disabled* again, you'll start a new *period of disability*.

Special Features of the Long-Term Disability Plan

Lincoln Financial

The Disability Plan is designed to encourage you to remain working as long as possible and return to work as soon as possible after a disability. Rehabilitation is an important part of the LTD Plan.

Lincoln Financial will pay an increased Monthly Benefit while a covered person is fully participating in a Rehabilitation Program. Lincoln Financial must first approve the Rehabilitation Program in writing before a covered person can be considered for this benefit. If Lincoln Financial does not approve a Rehabilitation Program, the regular disability benefit will be payable provided the covered person is *disabled* under the terms of this policy. To be eligible for a Rehabilitation Incentive Benefit, the covered person must:

- Be *disabled* and receiving benefits under this policy; and
- Be fully participating in a Rehabilitation Program approved by Lincoln Financial.

Long Term Disability

Rehabilitation Increased Monthly Benefit

If the covered person is eligible for a Rehabilitation Incentive Benefit, the benefit percentage shown in the [Disability Benefits](#), will be increased by 10%. The increased benefit will begin on the first day of the month after Lincoln Financial receives written Proof of the covered person's full participation in the Rehabilitation Program.

Disability Benefits Termination

If the covered person, at any time, declines to fully participate in an approved Rehabilitation Program recommended by Lincoln Financial, his Disability benefits will terminate on the first day of the month following the covered person's declination to fully participate in the approved Rehabilitation Program. If Lincoln Financial recommends rehabilitation, no benefit will be paid from the date recommendation is made until Lincoln Financial receives the covered person's written agreement to fully participate in the Rehabilitation Program.

Discontinuation of the Rehabilitation Incentive Benefit

The Rehabilitation Incentive Benefit will cease:

- When the covered person is no longer fully participating in a Rehabilitation Program approved by Lincoln Financial.
- In accordance with the provision[s] entitled "Discontinuation of the Long-Term Disability Benefit"; or
- When the Rehabilitation Program ends.

For the purpose of this provision, "Rehabilitation Program" means a comprehensive individually tailored, goal-oriented program to return a *disabled* covered person to gainful employment. The services offered may include, but are not limited to, the following:

- Physical therapy.
- Occupational therapy.
- Work hardening programs.
- Functional capacity evaluations.
- Psychological and vocational counseling.
- Rehabilitative employment; and
- Vocational rehabilitation services.

Workplace Modification Benefit

If a covered person is *disabled* or *Partially disabled* and receiving a benefit from Liberty, a benefit may be payable to the Sponsor as part of the covered person's benefit for modifications to the workplace to accommodate the covered person's return to work or to assist the covered person in remaining at work.

Liberty will reimburse the Sponsor up to 100% of reasonable costs the Sponsor incurs for the modification, up to the greater of:

Long Term Disability Workplace Modification

- \$2,000 or
- The equivalent of two (2) months of the covered person's Monthly Benefit.

To qualify for this benefit:

- The disability or partial disability must prevent the covered person from performing some or all of the material and substantial duties of his occupation; and
- Any proposed modifications must be approved in writing and signed by the covered person, the Assurant and Lincoln Financial; and
- Assurant must agree to make the modifications to the workplace to reasonably accommodate the covered person's return to work or to assist the covered person in remaining at work. Assurant's costs for the approved modifications will be reimbursed after:
 - The proposed modifications have been made; and
 - Written proof of the expenses incurred by Assurant has been provided to Lincoln Financial; and
 - Lincoln Financial has received proof that the covered person has returned to and/or remains at work.

Social Security Assistance

Lincoln Financial may help a covered person in applying for Social Security Disability Benefits. In order to be eligible for assistance the covered person must be receiving a monthly benefit from Lincoln Financial. Such assistance will be provided only if Lincoln Financial determines that assistance would be beneficial. Lincoln Financial may reduce any overpayment calculated in your LTD benefit.

Three Month Survivor Benefit

Lincoln Financial will pay a lump sum benefit to the eligible survivor when proof is received that a covered person died:

- After disability had continued for 180 or more consecutive days; and
- While receiving a monthly benefit.

The lump sum benefit will be an amount equal to three times the covered person's last monthly benefit.

If the survivor benefit is payable to the covered person's children, payment will be made in equal shares to the children, including step children and legally adopted children. However, if any of said children are minors or incapacitated, payment will be made on their behalf to the court appointed guardian of the children's property. This payment will be valid and effective against all claims by others representing or claiming to represent the children.

If there is no eligible survivor, the benefit is payable to the estate.

If an overpayment is due to Lincoln Financial at the time of a covered person's death, the benefit payable under this provision will be applied toward satisfying the overpayment.

How LTD Benefits Are Paid

Lincoln Financial pays benefits at the end of each month after it receives the required proof of your disability.

You owe no Federal income and *Social Security* taxes on LTD benefits. Depending on where you live, state and local taxes may be owed on your benefits.

All benefits are payable to you unless medical evidence indicates that a legal guardian should be appointed. In this case, Lincoln Financial will hold further benefits due until such time as a guardian of your estate is appointed; it will pay benefits to the guardian at that time. If any amount remains unpaid when you die, Lincoln Financial will pay your estate.

Filing a Claim

Lincoln Financial automatically starts to transition your STD claim to Long-Term Disability case manager internally approximately two months before the end of your STD claim if it appears you'll remain *disabled* by the end of your STD period. The Lincoln Financial claim team will review your file and requests additional information, if necessary.

Generally, Lincoln Financial makes a decision on your claim within 45 work days after it receives the required proof of your disability. Circumstances beyond Lincoln Financial's control may require an extension of time to process the claim.

Right of Recovery Provision

Assurant has the right to recover any Short-Term Disability benefits that are deemed to be paid incorrectly by either direct payment from you or as an offset of future benefits.

Pre-Existing Condition Exclusion

This policy will not cover any disability or partial disability:

- Which is caused or contributed to by, or results from, a Pre-Existing Condition; and
- Which begins in the first 12 months immediately after the covered person's effective date of coverage.

"Pre-Existing Condition" means a condition resulting from an *injury* or sickness for which the covered person is diagnosed or received treatment within six months prior to the covered person's effective date of coverage.

Termination of Coverage

Your eligibility under the Disability Plan automatically ends on the first of the following dates:

- You terminate, retire or die.
- The Plan is changed to eliminate coverage for your eligible class.
- You cease to be an eligible employee.
- You stop active work (See Continuing Coverage During a Leave of Absence).
- The insurance policy ends.

If you're *disabled* on the day your coverage terminates and you remain *disabled* long enough to satisfy the *qualifying period*, benefits will be payable under the terms of the Plan.

Conversion

If your LTD insurance ends, you may be able to convert some of your LTD benefit to a private insurance policy, provided you have been insured under this policy for at least a year. You'll have 31 days from the date your insurance ends to apply under the conversion policy and pay the first premium. SOH is not required. A conversion packet will be mailed to you that provides forms and instructions on applying for a LTD conversion policy.

The conversion policy will be one that Lincoln Financial offers for conversion at the time you apply. The *premiums* will be based on rates for conversion policies at that time. The effective date of coverage will be the day after your insurance under the Assurant Disability Plan ends.

You may not be eligible for the conversion privilege if your LTD insurance ends because:

- The policy ends.
- The policy is changed to end your coverage.
- You're *disabled*.
- You retire (when you receive payment from any employer's retirement policy as recognition of past services or have concluded your working career) STD coverage cannot be converted to a private policy.
- You become eligible for long term disability coverage under another group policy within 31 days after termination of employment.
- You're *disabled* or partially *disabled* under the terms of the LTD policy.
- You recover from a disability and do not return to work for the sponsor.
- You're not in active employment due to an injury, sickness or *mental illness*; or
- You're on a leave of absence.

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Family-Friendly Benefits

Assurant believes in the importance of providing benefits and programs that support its employees, both in their professional and personal lives. As a part of this belief, Assurant strives to promote a positive work-life balance, which allows employees to succeed in their professional life while also spending important time away from work, whether with their friends and family or staying involved in activities and organizations important to them.

Paid Parental Leave

The arrival of a new family member is an exciting event in an employee's life and Assurant wishes to encourage the celebration of such an important event. This Paid Parental Leave benefit has been developed to support employees in this effort by providing paid leave for the birth or placement of a child.

Eligibility

You must be employed by Assurant for at least 90 calendar days and be a benefits-eligible employee for Paid Parental Leave benefits.

For Paid Parental Leave, an eligible parent is defined as an employee:

- Who gives birth to a child.
- Whose *spouse* or partner has given birth to a child.
- Who adopts a child who is under the age of 18. Paid Parental leave benefits are not available in circumstances in which a child is not newly matched for adoption (e.g., when a stepparent is adopting a partner's child).
- Who has a child placed in their home in cases of surrogacy when the employee is the intended parent.

Temporary or leased employees and independent contractors are not eligible for Paid Parental Leave benefits. Employees may only use Paid Parental Leave benefits once every rolling 12-month window

Duration

Assurant provides four (4) weeks of Paid Parental Leave per birth, adoption, or placement of the child in the employee's home in cases of surrogacy when the employee is the intended parent. Any leave beyond the four weeks under this benefit must be taken pursuant to the Company's PTO, FMLA Policy, STD benefits, or be approved by the employee's manager in advance.

Paid Parental Leave must be taken within 6 months of the birth/placement, and may be taken either continuously or in two two-week increments. If taken in two-week increments, any unused time from the 1st period cannot roll over to the 2nd period, and any time remaining after the 2nd period will be forfeit.

Cash, cash equivalents, or other benefits may not be substituted for this offering in the event that the employee chooses not to use the entire four weeks provided by this policy. If both parents work for the company, each employee will be entitled to Paid Parental Leave.

Birth, adoption, or surrogacy of multiples (e.g., twins, triplets) does not increase the length of Paid Parental Leave granted for that event.

Administration

This benefit is administered in conjunction with the Company's short-term disability (STD) plan and the Family and Medical Leave Act (FMLA) Policy, and provides benefits in addition to those under the STD plan.

When an employee is eligible for FMLA leave as defined in the FMLA Policy, Paid Parental Leave will be taken concurrently with FMLA leave. When applicable, STD is also taken concurrently with FMLA Leave.



In situations where the employee is eligible for Pregnancy Leave under the STD plan and completes the process to receive such benefits, Paid Parental Leave will be applied after STD benefits are exhausted. When the employee is not eligible for Pregnancy Leave, Paid Parental Leave will be applied before any paid or unpaid time off.

Employees must apply for Paid Parental Leave as soon as they know of their intention to take this leave. Employees must contact Lincoln Financial to apply for the Paid Parental Leave in advance. Employees who were not eligible for Pregnancy Leave under the STD Plan will be required to provide proof of birth or placement of a child to Lincoln Financial before the requested leave can be approved. In addition, if the leave is foreseeable, the employee must provide their manager 30 days' notice of their intention to take Parental Leave. Otherwise, notice must be given as soon as practicable.

Compensation

For employees whose annual salary review occurs during a Paid Parental Leave, that review will occur immediately upon the employee's returning to work. Salaries will not be changed during a Paid Parental Leave. In the event that an employee is eligible for short-term disability (STD) benefits, the Paid Parental Leave will be applied after the STD benefits have ended.

Adoption Assistance

The adoption of a child is a significant decision and employees who build families through adoption often incur sizable expenses in addition to the lengthy, sometimes stressful adoption process. Assurant's Adoption Assistance benefits provide financial reimbursement of adoption-related expenses for employees who adopt a child. These benefits are in addition to the leave of absence provided by the Company's Paid Parental Leave benefit.

Eligibility

You must be employed by Assurant for at least 90 calendar days and be a benefits-eligible employee for Adoption Assistance benefits. If you and your *spouse* or domestic partner both work at Assurant, only one employee can utilize the financial benefit. You must be actively employed at the time of the adoption and when any financial reimbursement is made. Temporary or leased employees and independent contractors are not eligible for Adoption Assistance benefits.

Financial reimbursement

Eligible adoption-related expenses will be reimbursed to a lifetime maximum of \$20,000 (combined with the Surrogacy Assistance benefit limit). Most expenses directly related to the adoption are reimbursable. These include:

- Application fees.
- Home studies.
- Agency and placement fees.
- Legal fees and court costs
- Immigration, immunization and translation fees.
- Transportation and lodging.
- Parent, child and family adoption counseling.
- Medical expenses for the adoptive child prior to placement for adoption.
- Medical expenses for the adoptive child's birth mother.
- Temporary foster care costs.

Expenses not eligible for reimbursement include:

- Expenses paid or incurred before you became an Eligible Employee under this benefit.
- Expenses reimbursed or reimbursable under a federal, state, or local program.
- Expenses reimbursed under another employer-sponsored program;
- Expenses that violate federal or state law.
- Expenses associated with a surrogate parenting arrangement.
- Compensation to the birth mother.
- Voluntary donations or contributions to the adoption agency.
- Cost of living expenses and personal items such as: rent, utilities, food, clothing, over-the-counter supplements, toys, furniture, etc.
- Loss of income, including but not limited to, loss of income due to complications of pregnancy such as bed rest for the birth mother.

To qualify for reimbursement under this Program, the adopted child must be under the age of eighteen and may not be a stepchild of the eligible employee.

Procedure for reimbursement

Assurant has retained WINFertility, Inc. (WIN) to administer the program. WIN will review and validate reimbursable adoption expenses submitted by eligible employees who want to take advantage of this benefit.

Eligible employees **MUST** enroll with WINFertility by completing the Initial Notification & Benefit Verification Form provided by WINFertility. WINFertility will verify the applicant's eligibility with Assurant's Benefits Department. You can reach a WINFertility Service Team Member at 1-866-227-2690, Monday - Friday 9:00 a.m. - 7:30 p.m. EST.

Eligible employees may apply for reimbursement for eligible expenses once the surrogacy has been legally finalized, **but no later than 90 days** from the date the adoption is legally finalized.

Required Documentation: Notarized copy of the adoption decree or a notarized court order. In addition, for all foreign adoptions, proof the adopted child legally resides with the eligible employee in the U.S., such as U.S. Passport, U.S. Visa, or U.S. Birth Certificate; copies of original itemized bills on company letterhead, along with itemized receipts and proof of payment, such as cancelled checks or bank statements, showing payment has been made for all eligible expenses being submitted for reimbursement.

Complete and submit your **Adoption Reimbursement Application**, available from WINFertility, along with the Required Documentation and Itemized Receipts to:

WINFertility, Inc.
 Greenwich American Center
 One American Lane, Terrace Level
 Greenwich, CT 06831
 Attn: WINFertility Specialty Services
 OR email to: WINSpecialtyServices@WIN-Healthcare.com

The legality of an adoption agreement may vary from the locale from which you are adopting. It is your responsibility to make sure the adoption arrangement you are entering into conforms with all laws and regulations before submitting eligible expenses for reimbursement under the program. Assurant will only provide this benefit to support adoption arrangements that comply with all applicable laws.

Income tax

It is intended that benefits paid under the Adoption Assistance benefit may be excludable from your income for federal income taxes to the extent permitted under Internal Revenue Code §137. It will be the Employee's responsibility to determine any income tax implications of adoption. While Assurant may provide resources and information for employees, this shall not be construed as tax guidance nor will Assurant assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss any tax implications. Employees should refer to Internal Revenue Service instructions entitled Qualified Adoption Expenses regarding taxation of financial benefits, tax credits and tax exclusions.

Surrogacy Assistance

A surrogacy journey is a significant decision and employees who build families through surrogacy often incur sizable expenses in addition to the lengthy, sometimes stressful surrogacy process. Assurant's Surrogacy Assistance benefits provide financial reimbursement of surrogacy-related expenses for employees who build their family through the surrogacy process. These benefits are in addition to the leave of absence provided by the Company's Paid Parental Leave benefit.

Eligibility

You must be employed by Assurant for at least 90 calendar days and be a benefits-eligible employee for Surrogacy Assistance benefits. If you and your spouse or domestic partner both work at Assurant, only one employee can utilize the financial benefit. You must be actively employed at the time of the surrogacy and when any financial reimbursement is made. Temporary or leased employees and independent contractors are not eligible for Surrogacy Assistance benefits.

Financial reimbursement

Eligible surrogacy-related expenses will be reimbursed to a lifetime maximum of \$20,000 (combined with the Adoption Assistance benefit limit). Most expenses directly related to the surrogacy are reimbursable.

These include:

- Court costs, legal costs, and attorney's fees.
- U.S.-based surrogacy agency fees.
- Travel expenses for the Intended Parents or gestational carrier specifically related to the surrogacy occurrence.
- Egg/sperm donation agency fees.
- Fees charged by the surrogacy agency to administer the surrogacy occurrence.
- *Screening* costs for gestational carrier and egg or sperm donor.
- Egg or sperm retrieval fees, IVF, and medical costs, if not covered by another source.
- The cost of transfer of the embryo to the gestational carrier.

- Donor fertility costs and fees not covered by another source.
- Egg or sperm shipping and transport fees.
- Pregnancy medical expenses related to surrogacy not covered by another source.
- Immigration and immunization fees associated with a surrogacy occurrence.
- Unreimbursed medical expenses of the child(ren) and/or birth mother/surrogate.

Expenses not eligible for reimbursement include:

- Any surrogacy arrangement that is not legally valid and recognized in the U.S.
- Any expenses that violate a state, federal or local law
- Compensation to gestational carrier
- Compensation to egg or sperm donor
- Voluntary donations or contributions to the surrogacy agency
- Costs paid using funds from any federal, state, or local program for surrogacy
- Expenses incurred prior to January 1, 2022 or the eligible employee's most recent hire date, whichever is later
- Expenses submitted later than 90 days following the date the surrogacy becomes final
- Guardianship or custody costs that are not associated with the legal surrogacy process for the child
- Cost of living expenses and/personal items such as: rent, utilities, food, clothing, over-the-counter supplements, toys, furniture, etc.
- Loss of income, including but not limited to, loss of income due to complications of pregnancy such as bed rest for surrogacy
- Any childcare expenses
- Any costs associated with transferring and/or terminating a surrogacy arrangement
- Expenses reimbursed under another employer program
- Any expenses not expressly stated as included shall be deemed to be excluded

Procedure for reimbursement

Assurant has retained WINFertility, Inc. (WIN) to administer the program. WIN will review and validate reimbursable surrogacy expenses submitted by eligible employees who want to take advantage of this benefit. Eligible employees **MUST** enroll with WINFertility by completing the Initial Notification & Benefit Verification Form provided by WINFertility. WINFertility will verify the applicant's eligibility with Assurant's Benefits Department. You can reach a WINFertility Service Team Member at 1-866-227-2690, Monday - Friday 9:00 a.m. - 7:30 p.m. EST.

Eligible employees may apply for reimbursement for Eligible Expenses once the surrogacy has been legally finalized, **but no later than 90 days** from the date the surrogacy is legally finalized.

Required Documentation: Copy of the certified birth certificate and copy of notarized court order acknowledging parentage of the Intended Parent(s) as the child's permanent legal parent(s); copies of original itemized bills on company letterhead, along with itemized receipts and proof of payment, such as cancelled checks or bank statements, showing payment has been made for all eligible expenses being submitted for reimbursement.

Complete and submit your **Surrogacy Reimbursement Application**, available from WINFertility, along with the Required Documentation and Itemized Receipts to:

WINFertility, Inc.
Greenwich American Center
One American Lane, Terrace Level
Greenwich, CT 06831
Attn: WINFertility Specialty Services

OR email to: WINSpecialtyServices@WIN-Healthcare.com

The legality of a surrogacy agreement may vary from state to state. It is your responsibility to make sure the surrogacy relationship you are entering into conforms with all laws and regulations before submitting eligible expenses for reimbursement under the program. Assurant will only provide this benefit to support surrogacy arrangements that comply with all applicable laws and may deny payment for any international surrogacy arrangement.

Income tax

It is intended that benefits paid under the Surrogacy Assistance benefit may be excludable from your income for federal income taxes to the extent permitted under Internal Revenue Code §137. It will be the Employee's responsibility to determine any income tax implications of surrogacy. While Assurant may provide resources and information for employees, this shall not be construed as tax guidance nor will Assurant assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss any tax implications.

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Enrollment

Enrollment in this plan is for the entire calendar year unless you experience a qualified life event and report it through MyHR within 30 calendar days of life event. If you enroll, your per pay period cost of coverage will be paid on an after-tax basis.

For more information on LegalEASE:

- Visit <https://www.legaleaseplan.com/assurant> for detailed information on plan benefits, how to use the plan and FAQs.
- Talk to a LegalEASE Customer Care Counselor toll-free from 7 a.m. to 7 p.m. Central, Monday through Friday at 1-800-248-9000.
- E-mail a LegalEASE Customer Care Counselor via “Contact Us” form on [legaleaseplan.com/assurant](https://www.legaleaseplan.com/assurant).

What the Plan Pays

Under the Plan, you may choose to receive services from any attorney. However, In-Office Legal Services benefits are paid differently depending on whether you see a Network Attorney (an attorney who is a member of the plan) or you see a Non-Network Attorney:

- If you see a Network Attorney, the Plan pays attorney hourly fees in full for most covered legal matters. In addition, you do not need to file a claim for reimbursement; the Network Attorney does it for you. A complete list of Network Attorneys for your state, the areas of law they practice, their phone number and if they speak a foreign language will be provided to you after you enroll by calling 1-800-248-9000 or you can visit LegalEASE’s site at [legaleaseplan.com/](https://www.legaleaseplan.com/).
- Network Attorney Guarantee - If there is not a Network Attorney located within 30 miles of your home, LegalEASE guarantees you’ll receive in-network benefits. LegalEASE will work with you to arrange for you to receive covered legal services through an attorney in your area.
- If you receive services from a Non-Network Attorney, you pay the cost of legal services and then file a claim form along with your attorney’s billing statement to LegalEASE. You’ll be reimbursed for covered expenses up to the lesser of actual costs or a scheduled amount outlined in the corresponding tables. If you see a Non-Network Attorney, you must notify LegalEASE within 60 days of consulting a Non-Network Attorney. In addition, your claim for reimbursement must be received by LegalEASE within 120 days after you incur a legal expense.

Covered Services

The plan generally covers the following services (however, please contact LegalEASE at 1-800-248-9000 or you can visit [legaleaseplan.com/assurant](https://www.legaleaseplan.com/assurant) for a more detailed summary of which services are covered, to what extent and whether there are price differences between a Network Attorney and a Non-Network Attorney):

- Access to free legal articles.
- Access to Do-It Yourself Legal Documents.
- Identity Theft Protection.
- Tax Services.
- Financial Education and Counseling Services.
- Telephone Legal Services.
- Immigration Services.
- Name Change.*
- Uncontested Court Adoption.*

- Contested Court Adoption.*
- Uncontested Guardianship/Conservatorship.*
- Contested Guardianship/Conservatorship.*
- Mental Incompetency or Infirmary Proceedings.*
- Small Claims Court.*
- Consumer Protection.*
- Defense of Consumer Debt.*
- Bankruptcy*
- Foreclosure - Primary and Secondary Residence.*
- Garnishment*
- Personal Property Protection.*
- Purchase of Real Estate*
- Sale of Real Estate*
- Home Equity Loan - Primary and Secondary Residence *
- Purchase/Sale of Secondary Residence*
- Refinancing of Primary and Secondary Residence*
- Real Estate Disputes*
- Real Estate Disputes - Secondary Residence*
- Document Preparation.
- Document Review.*
- Building Codes - Primary and Secondary Residence.**
- Zoning and Variances - Primary and Secondary Residence.*
- Easement - Primary and Secondary Residence.*
- Neighbor Disputes - Primary and Secondary Residence.*
- Tenant Matters.*
- Property Tax - Primary and Secondary Residence.*
- Defense of Civil Damage Claims.*
- State and Local Tax Collection Defense.*
- State and Local Tax Audit.*
- IRS Audit Protection.*
- IRS Collection Defense.*
- Social Security/Veterans/Medicare.*
- Elder Law.*
- Insurance Disputes.
- Prenuptial Agreements.*
- Protection from Domestic Violence - Named Insured and Insured.*
- Restraining Order - Named Insured and Insured.*
- Uncontested Divorce.*
- Contested Divorce.*
- Child Support Enforcement.*
- Post Decree Defense.*
- Post Decree Enforcement.*
- Post Decree Modification.*
- Uncontested Child Custody/Child Support.

- Agreement*
- Uncontested Child Custody/Child Support Agreement.*
- Habeas Corpus.*
- Juvenile Court Proceedings.*
- School Administrative Hearings.*
- Parental Responsibilities.*
- Criminal Misdemeanor Defense.*
- Minor Traffic Offenses excluding DWI related.*
- Driving Privilege Protection excluding DWI related.*
- Driving Privilege Restoration excluding DWI related.*
- Wills and Durable Powers of Attorney.*
- Codicil*
- Irrevocable Trusts*
- Estate Administration and Estate Closing*

* indicates a cost difference between a Network Attorney (whose services are generally paid-in-full) and a Non-Network Attorney (whose services are reimbursed to you up to a specified amount).

Services Not Covered

The plan does not cover:

- Matters against us, the policyholder or a member against the interests of the named plan member under the same Certificate.
- Legal services arising out of a business interest, investment interests, employment matters, your role as an officer or director of an organization, and patents or copyrights.
- Legal services in class actions, post judgments, punitive damages, malpractice, appeals, small claims court or equivalent court in your state.
- Legal services deemed by us to be frivolous or lacking merit, or in actions where you're the plaintiff and the amount we pay for your legal services exceeds the amount in dispute, or in our reasonable belief you're not actively and reasonably pursuing resolution in your case.

Telephone Legal Access Services include the Exclusions above and

- Matters which require your and/or the Telephone Legal Access Law Firm's opinion, your personal presence in an attorney's office or your direct and personal representation by another attorney.
- Immigration assistance services unless those services are specifically listed in your service agreement.
- Services for a person other than the Named Plan Member against the interests of another plan member. Matters outside the jurisdiction of the United States of America.

Pre-existing Conditions

Any legal matter which occurs or is initiated prior to your effective date will be considered excluded and no benefits will apply. LegalEASE defines initiated at the date when the infraction occurs or a document is filed with the court or when an attorney is hired.

Waiver of Premium

Death Benefit - This waiver of premium will cover the surviving *spouse* or domestic partner and insured dependents for one year from the date the named insured passed away. After that year, the *spouse*, domestic partner or insured dependent can roll their membership to the conversion plan.

Military Leave - Should a named insured be called to active duty for a period of more than thirty (30) consecutive days for the purposes of military service or of responding to a declared national emergency, coverage for the *spouse* and the insured dependents will continue, without the payment of premium, for the length of the named insured's absence and for so long as the named insured remains eligible for benefits through the policyholder.

Conversion

You may continue this insurance when you no longer qualify as an employee or as a member of the group to which this policy is issued. You must notify LegalEASE within 90 days of this disqualifying event to make arrangements for premium payment. Any questions regarding the LegalEASE conversion plan, please contact LegalEASE at 1-800-248-9000.

Plan Administrator

If you have any questions or concerns, please contact the Plan Administrator at implementation@legalaccess-plans.com, 5151 San Felipe, Ste 2300, Houston, TX, 77056 or at 1-713-785-7400, ext. 3751.

An Assurant insurance company is the underwriter of the prepaid group legal insurance contracts marketed and administered by LegalEASE throughout the United States. All questions and inquires related to this product should be directed to LegalEASE.

Tuition Reimbursement Plan

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Tuition Reimbursement Plan

You're encouraged to take full advantage of the Tuition Reimbursement Plan. The purpose of the program is to help share the cost of continuing your education so that you may gain, maintain or improve your business-related knowledge.

All courses must be part of a business-related degree program. Generally, courses in business administration, accounting, marketing, or other programs that are related to the company's operations qualify.

Courses must be provided by an accredited college or university. A list of institutions accredited by the U.S. Secretary of Education is available through the U.S. Department of Education Website.

All courses should be scheduled outside of normal work hours and should not interfere with your work.

Tuition Reimbursement Plan At-a-Glance

Plan Feature	
Eligibility Undergraduate Level	Active, regular employees who: <ul style="list-style-type: none"> • Are regularly scheduled to work at least 20 hours a week • Have completed at least six months of service prior to the start of the class • Have good attendance records • Demonstrate job performance of "Performing" or better for the six months prior to the start of the academic term.
Graduate Level	Active full-time, regular employees who: <ul style="list-style-type: none"> • Have completed at least 12 months of service prior to the start of the academic term • Demonstrate job performance of "Performing" or better for the six months prior to the start of the academic term.
Eligible Expenses	Tuition and book expense for business or business-related undergraduate and graduate school programs at an accredited institution.
Reimbursement Amount Undergraduate Level	100% of eligible expenses, up to: <ul style="list-style-type: none"> • \$5,250 per calendar year for full-time employees • \$3,938 per calendar year for part-time employees.
Graduate Level	100% of eligible expenses

Eligibility

All employees must be actively at work to participate in the Tuition Reimbursement Plan. There are other eligibility requirements that vary for the undergraduate and graduate level courses. To be eligible for reimbursement of eligible expenses under an undergraduate degree, you must be an active, full- or part-time regular employee who:

- Is regularly scheduled to work at least 20 hours a week.
- Has completed at least six months of service prior to the start of the academic term.
- Has a good attendance record; and
- Demonstrates job performance of "Performing" or better for six months prior to the start of the academic term and continues performing at that level for the duration of the program.

To be eligible for reimbursement of eligible expenses under a graduate level program, you must be an active, full time regular employee who:

- Has completed at least 12 months of service prior to the start of the academic term; and

- Demonstrates job performance of “Performing” or better for the six months prior to the start of the academic term and continues performing at that level for the duration of the program.

Rehires

If you leave Assurant and are later rehired, your eligibility for the Tuition Reimbursement Plan will be based on the following:

- If you’re rehired within 30 days of your termination date, you’ll be given credit for your prior service with Assurant; and
- If you’re rehired more than 30 days after your termination date, you must complete at least six months of service from the date of your rehire before becoming eligible.

Eligible Expenses

Eligible expenses include:

- The cost of tuition for business or business-related undergraduate or graduate degree programs at an *accredited institution*.
- Expenses for proficiency exams for credit, provided the exam is passed; and
- Books you purchase to attend a course.

You must receive a grade of “C” or better for reimbursement of undergraduate expenses. Reimbursement for graduate level expenses requires that you receive a grade of “B” or better.

Taxes

Reimbursements for degree programs are not included in your income for federal and Social Security tax purposes.

Reimbursements for graduate degree programs also are not included in your taxable income if the program:

- Is a requirement for your present position; or
- Maintains or improves skills needed for your current position.

How the Plan Works

Before You Register

You must obtain approval from your manager, Human Resources and for graduate courses, your business unit or enterprise function’s president or leader to participate in this Plan. Your application also must be reviewed and approved by the People Experience Center before your class start date. Expenses for courses beginning prior to your formal acceptance date into the Program will not be reimbursed. You may apply for acceptance into the Program by submitting the Assurant Tuition Reimbursement Program Application is available in MyHR. The People Experience Center can be reached at 1-866-324-6513 or MyHR@assurant.com.

After Course Completion

To be reimbursed for your eligible educational expenses, you must receive a grade “C” or better for an undergraduate program and a grade B or better for a graduate program.

After you complete the course requirements, you must complete an Assurant Tuition Reimbursement Program claim form available to you in MyHR within 45 days of the last day of the course(s) for which you’re requesting reimbursement. The People Experience Center may contact you to request additional documentation if your request for reimbursement is incomplete.

Documentation required with the Request for Tuition Reimbursement form includes:

- Proof of payment for tuition, with the detail of the cost per class or per credit hour.
- Detailed receipts for books.
- Financial assistance, such as grants, scholarships, awards, bonuses, and any pay for work that was deducted from the tuition cost.
- Term enrollment and completion dates.
- Class grades.
- Manager's signature signifying you're performing your job at least at an acceptable level.

If your claim and the required documentation for undergraduate courses are not submitted by that year's claim filing deadline (announced by Payroll each December), your reimbursement will be applied against the following year's non-taxable maximum reimbursement amount (\$5,250 for full time employees; \$3,938 for part-time employees).

Following Course Completion

You must complete six months and 12 months of employment after you receive reimbursement for undergraduate and graduate level courses, respectively. If you terminate your employment with Assurant before that time for any reason other than reduction in force or a job elimination, you'll be required to repay Assurant for any amounts reimbursed to you during that period.

Exclusions

The following expenses are not included under the Tuition Reimbursement Plan:

- The cost of education involving sports, games or hobbies unless such educational expense involves the business of the employer or is required as part of a degree program.
- Tools or supplies (other than textbooks) that you may retain after the course has ended.
- Fees, meals, lodging and transportation.
- Expenses for courses that you do not complete.
- Expenses for undergraduate courses that you do not receive a grade of "C" or better; expenses for graduate courses that you do not receive a grade of "B" or better.
- Executive MBAs (EMBA) or Ph.D.s.
- Expenses for courses begun while you're on a leave of absence. If you already are taking a course when your leave begins, you'll be eligible for the reimbursement of tuition costs upon successful completion of that course.
- Educational expenses that can be reimbursed from other sources, such as scholarships, grants or veterans' benefits.

Individual departments and teams may have a need for certification courses and other continuing education types of coursework. These expenses may be covered by your cost center manager but are not covered under the Tuition Reimbursement Plan. Some examples include insurance associations, CPA, CFA, CLE, actuarial certifications and other professional designations.

In addition, employees, together with management, may elect to pursue a continuing education course in order to meet job requirements. Examples may include business writing courses, financial-related courses and business-related seminars and conferences. These types of courses also may be covered by your cost center manager but are not covered under the Tuition Reimbursement Plan.

When Benefits End

Your benefits under the Tuition Reimbursement Plan will end on the earliest of the following:

- The date your employment ends.¹⁷
- The date your employment status changes to an ineligible status (e.g., your work schedule is reduced to less than 20 hours per week).
- The date you're determined to have perpetuated fraud on the Plan.

If you terminate for any reason other than due to a reduction in force or job elimination or within six months and 12 months prior to your termination, respectively must be repaid to Assurant. Any amount received from the Plan through fraud must be repaid to Assurant.

Filing a Claim

Within 90 days after receipt of proof of claim in MyHR *powered by Workday*, or within 180 days if special circumstances require an extension, the People Experience Center will notify you in writing if your request for reimbursement is approved or denied. In the event of circumstances requiring more time, written notice will be given to you before the initial 90-day period expires. This notice will explain the circumstances and the date the decision will be furnished.

¹⁷ If your employment ends due to a reduction in force or job elimination, eligible expenses for courses you're participating in as of your termination date will be paid, provided the expenses meet all other claim requirements and you sign and do not revoke your *severance agreement*.

Commuter Benefits Program

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Commuter Benefits Program

Federal tax laws allow employees to save taxes on parking at work and transit or vanpooling expenses incurred to get to work. Employees can save by setting up a pre-tax payroll deduction that reduces taxable income. Qualified expenses are exempt from federal income and FICA (Social Security and *Medicare*) taxes. Your tax savings will vary, depending on your deduction amount and your tax bracket.

The Commuter Benefit Program is a qualified transportation benefit program authorized by Internal Revenue Code (IRC) Section 132.

Eligible Commutation Expenses

Eligible commutation expenses include the following:

- Bus.
- Ferry.
- Parking at or near work.
- Parking at or near public transportation to get to work.
- Streetcar.
- Subway.
- Train; and
- Vanpool (seating capacity of six or more adults, excluding driver, where 80% or more of miles for which vehicle is used is for transporting employees back and forth between work and home during which trip the vehicle is at least 50% full).

Limits on Monthly Pre-tax Deductions and Expenses

The following limits are in effect for the 2022 calendar year:

- Parking deduction is limited to \$270 per month for 2022.
- Transit passes and vanpooling, whether separate or combined, the deduction is limited to \$270 per month for 2022.
- Any monthly costs above these limits cannot be exempt from taxes and cannot be carried over to future months.

Annual limits are set by the Internal Revenue Service.

How to Enroll

You can enroll by visiting the HealthEquity website at: healthequity.com/wageworks. New users can register by selecting “Log In/REGISTER” and then “Employee Registration.” You’ll need to answer a few simple questions and create a username and password. You can enroll, change or terminate your pre-tax deductions at any time on a prospective basis. Generally (though it may have some variations by state), elections and changes must be in by the 10th of the month in order to be effective for the following month.

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Severance Pay Plan

The Assurant Severance Pay Plan (Severance Plan) is designed to help ease your transition to a new job in the event of a reduction in force, job elimination, corporate divestiture, corporate reorganization or other qualifying reason as determined by the *Plan Administrator*.

In all cases, severance is granted entirely at the discretion of the *Plan Administrator*. All aspects of the Plan (including eligibility and the amount of benefits) are subject to the interpretation and discretion of the *Plan Administrator*, whose decisions are final and binding.

Eligibility

You may be eligible to participate in the Severance Plan if your employment is terminated due to a reduction in workforce, job elimination, corporate divestiture, corporate reorganization or other qualifying reason as determined by the Plan Administrator and you're:

- An active, regular, full time employee of Assurant; or
- An active, regular, part time employee who has been regularly scheduled to work at least 20 hours per week for more than 90 consecutive calendar days.

Any other person employed by Assurant who is designated by the *Plan Administrator*, at its sole discretion, as eligible also may participate in the Plan.

Further, you must demonstrate acceptable job performance, stay through the *transition date* given by your manager and sign (and do not revoke) a *severance agreement* to be eligible for Severance Plan benefits. You may choose not to sign the *severance agreement* or you may choose to revoke an already signed *severance agreement*, but doing so will disqualify you from receiving any benefits under the Severance Plan.

How the Plan Works

You'll be notified in writing if you're eligible for severance benefits. The notification will include your *severance date*, the benefit amount and a *severance agreement*. You must sign this agreement within 45 calendar days after receipt and not rescind the *severance agreement* and return it to your local Human Resources partner before benefits can be paid.

Before you can receive a severance payment, you must meet the following requirements:

- Return all property that belongs to Assurant on or before your *severance date*.
- Continue to work in a satisfactory manner during any notice period through your *severance date*.
- Cooperate with your manager or supervisor in transitioning all your work; and
- Comply with all the requirements outlined in your *severance agreement*.

Benefits

The Severance Plan has three components:

- Severance payment.
- COBRA offset; and
- Tuition Reimbursement.

The severance payment will be made in a lump sum and will be processed within 30 days after you sign the agreement without revoking it. You'll be able to sign your *severance agreement* on or after your termination date. You'll receive your severance payment in the same manner you have elected to receive your regular paycheck.

Severance Payment

Generally, your severance payment is your weekly base salary multiplied by the number of weeks in your severance period.

For each event, the *Plan Administrator* determines the number of weeks for every completed year of service measured from your hire date. This is called your severance period.

For certain employees, their severance period is based on their position with Assurant regardless of their years of service.

The minimum severance period is 4 weeks (one month); the maximum is 104 weeks (two years).

Rehire Severance Calculation

If you're a rehired employee, the calculation of your years of service will include prior service period(s) provided you were rehired within five years. Assurant will not give any credit for the gap in employment. If your former service period(s) ended due to a prior reduction in force, job elimination, corporate divestiture, corporate reorganization or other qualifying reason as determined by the *Plan Administrator*, any service included in the calculation of the prior severance payment(s) will not be included in the calculation of this or any subsequent severance payment.

COBRA Offset

The COBRA offset is a lump sum payment of the company's contribution to your Health and/or Dental coverage plus the 2% COBRA administrative fee to help offset any COBRA costs you may incur. The COBRA offset will equal two months of the company contribution. Please note that notwithstanding the foregoing, no COBRA offset will be paid if COBRA benefits are being subsidized under a government-sponsored program at the time of your employment termination.

You must participate in the Assurant Health and/or Dental Plan on the day before your *severance date* to be eligible for the COBRA offset, however you do not need to elect to continue your coverage under COBRA in order to receive this payment.

Tuition Reimbursement

If you're a participant in the Tuition Reimbursement Plan, your eligibility for the Plan ends on your severance date. However, you can be reimbursed for eligible expenses for courses begun before your severance date according to the term of the Plan. You must submit all required documentation to the People Experience Center within 45 days of the end of your courses(s). In addition, you'll not be required to reimburse Assurant for amounts, if any, paid to you in the six months (undergraduate level) or 12 months (graduate level) prior to your severance date.

Offset Amount

Payments under the Severance Pay Plan will be reduced by following:

- Applicable federal, state, and local income or employment taxes and any legally enforceable garnishments
- Amounts you may owe to Assurant; and
- Amounts paid to you under the Worker Adjustment and Retraining Notification (WARN) Act, or any similar state or local law.

Special Features

Retiree Medical

If you were grandfathered in the Assurant Retiree Medical Program on July 1, 2011, your severance period will be added to your termination date for determining your eligibility and benefits under the Retiree Medical Program.

Short-Term Incentive Plan

If you're a participant in the Short-Term Incentive Plan (STIP) and your severance date is:

Between Jan. 1 - March 15:

You'll be eligible for the prior year's STIP award based on actual results, your STIP target percentage, and your prior year's eligible earnings, subject to the terms of the STIP. This will be paid on or around March 15. You will not be eligible for the current year's STIP award.

April 1 or later and meet the definition of retirement in the STIP program summary:

You'll be eligible for the STIP award for the year in which you terminate, based on actual results, your STIP target percentage, and your eligible STIP earnings for the portion of the year during which you were an active employee, subject to the terms of the STIP. This will be paid on or around March 15 of the following year.

Fourth quarter:

You'll be eligible for the STIP award for the year in which you terminate, based on actual results, your STIP target percentage, and your eligible STIP earnings for the portion of the year during which you were an active employee, subject to the terms of the STIP. This will be paid on or around March 15 of the following year.

Outplacement

Outplacement services will be provided by an outside company specializing in these services. The level of outplacement services is based on the following:

Assurant Long-Term Equity Incentive Plan (ALTEIP)

If you're eligible for ALTEIP and you're terminated due to a reduction in force or job elimination, you'll be

Employee Group	Outplacement
Non-exempt regardless of salary grade	Workshop
Salary Grades 1 - 8	Workshop
Salary Grades 9 -13	3 months program
Salary Grades 14 - 17	6 months program
Salary Grades 18+	12 months program

vested in your awards on a pro-rata basis.

Restricted Share Units (RSUs) shares will be issued as soon as administratively feasible after your termination date. Performance Share Units (PSUs) shares will be issued at the end of the three-year performance cycle, based on actual results.

Rehires

If you're rehired by Assurant before the end of your severance period, you must repay that portion of your

severance payment that represents the period between your rehire date and the end of your severance period.

Your severance benefits must be repaid within 30 calendar days after your rehire date or within a period of time determined by the business segment.

If you accept a position that begins after your severance period, you'll not be required to repay any portion of your severance payment.

Impact of Severance on Other Benefits

Your participation in all other employee benefit plans sponsored by Assurant will end as of your *severance date* unless continued according to the terms of the plan, program or policy (for example, health coverage under COBRA). Any benefits received under the Severance Plan will not be included as eligible compensation under any other benefits.

Exclusions

You'll not be eligible for benefits under this Severance Pay Plan if:

- You resign or voluntarily terminate employment, even if you do so in anticipation of an involuntary termination.
- You're involuntarily terminated and are offered *substantially similar employment* with Assurant or one of its business units, whether or not you accept the offer.
- You're involuntarily terminated in connection with the sale or transfer of any portion of an Assurant business unit and you're offered *reasonably comparable (though not necessarily identical) employment* with the buyer or transferee, whether or not you accept the offer.
- You're involuntarily terminated for cause.
- You're transferred or reassigned to a position of *substantially similar employment*; or
- You're eligible to receive benefits under an individual *severance agreement*, Change of Control Employment Agreement or the Change of Control Severance Plan.

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Contact Information

The table below shows contact information for the insurance companies and service *providers* that administer Assurant benefits for the purpose of filing claims and for questions or comments. For general information regarding any of your benefits, contact:

the People Experience Center
260 Interstate North Circle
Atlanta, GA 30339-2111
1-866-324-6513
MyHR@assurant.com

the People Experience Center representatives are available Monday through Friday, 8:30 a.m. - 6:30 p.m. ET.

Plan	Address for Claims	Phone	Web Address
Health (including behavioral health and substance abuse claims)	Anthem BlueCross BlueShield P.O. Box 105187 Atlanta, GA 30348-5187 Group # 270144	1-855-285-4212	anthem.com
Anthem 24/7 Nurseline	Not applicable	1-800-700-9184	anthem.com
Prescription Drug	CVS Caremark Inc. P.O. Box 52196 Phoenix, Arizona 85072-2196 Plan Code - RXBIN# 610029	1-866-587-4799	caremark.com
LiveHealth Online	Not applicable	1-855-603-7985	LiveHealthOnline.com (use code "assurant" if not enrolled in the Assurant Health Plan)
Health Savings Account and Health Reimbursement Account	Not applicable	1-855-285-4212	Anthem.com
Flexible Spending Account	Anthem BlueCross BlueShield Claims PO Box 161606 Altamonte Springs, FL 32716	1-855-285-4212 Fax: 1-978- 856-6604	Anthem.com
COBRA	P.O. Box 660350 Dallas, TX 75266-0350	1-877-775-9393	Online Enrollment: www.benefitadminsolutions.com
Employee Assistance Program	New Directions P.O. Box 672 Leawood, KS 66206-0729	1-800-624-5544 Password: Assurant	eap.ndbh.com
Dental	MetLife Dental Claims P.O. Box 14588 Lexington, KY 40512	Fax: 1-859-389-6505	metlife.com/mybenefits
Vision	Blue View Vision Insight P.O. Box 8504 Mason, OH 45040-7111	1-877-635-6403	anthem.com
Short-Term Disability	Lincoln Financial Liberty Life Assurance Company Group Market Disability Claims 55 Capital Boulevard Rocky Hill, CT 06067	1-800-213-1939	MyLincolnPortal.com

Plan	Address for Claims	Phone	Web Address
Long-Term Disability	Lincoln Financial Liberty Life Assurance Company Group Market Disability Claims 55 Capital Boulevard Rocky Hill, CT 06067 Policy # GF-3-860-067019-01	1-800-213-1939	MyLincolnPortal.com
Basic Life and AD&D, Supplemental Life and AD&D, Dependent Life Insurance	MetLife Group Life Claims P.O. Box 6100 Scranton, PA 18505-6100	1-800-638-6420 Option 2	
Legal Assistance Plan	LegalEASE 5151 San Felipe, Ste 2300, Houston, TX, 77056	1-713-785-7400 ext. 3751	legaleaseplan.com/assurant
Commuter Plan	HealthEquity P.O. Box 60010 Phoenix, AZ 85082-0010	1-877-924-3967	healthequity.com/wageworks

Coverage during Leaves of Absence

With a few exceptions, the continuation of your Health and Welfare benefits during a leave of absence depends on several factors including:

- The type of leave.
- The length of the leave; and
- Whether you pay the required premium, if any, on a timely basis.

The exceptions are that Business Travel Accident Insurance ends on the day before your leave of absence starts and your participation in the Dependent Day Care Flexible Spending Account (FSA) is suspended if your leave is for more than two weeks. Note - otherwise eligible expenses under the Dependent Day Care FSA that you incur while on leave cannot be reimbursed under the Dependent Day Care FSA.

The Internal Revenue Service considers a significant reduction in your pay to be a [qualifying life event](#). You have the opportunity to terminate coverage while on the leave of absence. Your coverage can be reinstated when you return to work. If you decide to discontinue all or part of your coverage, you must submit in MyHR within 30 days of your leave start date.

Family and Medical Leaves

Approved Disability Leaves

Assurant will continue to contribute toward the cost of your benefits while you're on an approved disability leave of absence, or if you're on an approved Paid Parental Leave. You can continue your Health, Dental, Health Care FSA, Supplemental Life, Supplemental Accidental Death & Dismemberment and Dependent Life Insurance by paying your portion of the premium on a timely basis.

If you're on a leave of absence for more than two weeks, you'll be unable to contribute to a Dependent Day Care Flexible Spending Account. In addition, any expenses incurred while on the leave cannot be reimbursed under the Plan.

If your disability leave is not approved by Lincoln Financial and you do not return to work, your benefits will end as outlined in When Benefits End.

Short-Term Disability

If you receive Short-Term Disability (STD) benefits, deductions will continue to be taken from your pay.¹⁸ If

¹⁸ STD benefits are payable on a pre-tax basis. Deductions will be withheld on an after-tax basis.

your STD benefits are not enough to cover your deductions (garnishments, benefit costs, etc.) or you're not yet eligible for STD, you'll receive a bill from Anthem for your portion of the *premiums*.

Long-Term Disability

If you continue to be *disabled* under the terms of the Plan after STD benefits are exhausted, you may be eligible for Long-Term Disability (LTD) benefits. If approved, Lincoln Financial pays LTD benefits at the end of the month. For example, if you're approved for LTD effective January 7, your benefit payment for the period January 7 - January 31 will be made at the end of January.

You also may qualify for waiver of premium for your Basic Life, Supplemental Life, Basic AD&D, Supplemental AD&D and Dependent Group Life Insurance *premiums* if you're approved for LTD benefits. See the [Disability Benefits](#) section under Life Insurance for more information.

Your portion of your *premiums* such as health, dental and vision *premiums* will be billed to you directly from WageWorks. If you're not approved for waiver of premium as described above, your Supplemental Life, Supplemental Accidental Death & Dismemberment and Dependent Life Insurance *premiums* will also be deducted.

Your health, dental and vision coverage can continue under the Assurant Plan until you terminate employment. You'll be offered the opportunity to continue coverage under COBRA if you terminate employment due to disability, Assurant will subsidize the cost of your COBRA coverage. Alternatively, coverage may be available through the Group Insurance Marketplace, but it will not be subsidized.

If you do not qualify for waiver of premium as outlined above, you can convert your Basic, Supplemental and Dependent Life Insurance to private policies upon termination of employment. Basic and Supplemental Accidental Death and Dismemberment Insurance cannot be converted to private policies.

Family Leave

If you take an approved family leave that meets the requirements of the Family and Medical Leave Act of 1993 (FMLA) or similar state legislation, your benefits can continue for up to 12 weeks, as long as you make timely payments for your share of the contribution. FMLA leave also is a [qualified life event](#), meaning you can terminate your coverage when you start the leave and reinstate it when you return to work.

It is important that you stay up-to-date with your *premium* payments as you transition from Short-Term Disability (benefits are paid semi-monthly through payroll) to Long-Term Disability (Lincoln Financial pays benefits monthly at the end of the month). Your benefit coverage could terminate if *premiums* are not received on a timely basis. If Health, Dental and Vision coverage terminates for failure to pay the *premium*, you'll not be eligible for COBRA.

Enhanced Pregnancy Leave

After you're employed with Assurant for 90 days, all benefits-eligible employees will be eligible for up to eight weeks of Pregnancy Leave, paid at 100%. Typically, Pregnancy Leave is six weeks for the birth of a child, though up to eight weeks may be approved based on medical necessity.

Paid Parental Leave

After 90 days of employment, all benefits-eligible parents, whether due to birth, adoption or surrogacy, will be eligible to take four weeks of 100% paid Parental leave to bond with their new child. You can take the time off in four consecutive weeks, or split the time and use it in two, two-week increments. If taken in two-week increments, any unused time from the 1st period cannot roll over to the 2nd period, and any time remaining after the 2nd period will be forfeit. Paid Parental Leave must be taken within six months of the birth or placement of a child and is in addition to any pregnancy leave taken under the STD plan.

You can take the time off within the six-month period that starts on the day your child is born or placed with you through adoption or surrogacy. You must start your leave within this six-month period. No increments of leave will be approved that begins after the six-month period ends. This means that if you begin your leave on the last day of the six-month period, you must take it in full, you cannot begin a 2nd increment after the six-month period has ended.

Employees may use Paid Parental Leave benefits once every rolling 12-month window.

Qualifying Exigency Leave

If you're approved for a *qualifying exigency leave* that meets the requirements of the Family and Medical Leave Act of 1993 (FMLA) or similar state legislation, your benefits can continue for up to 12 weeks, as long as you make timely payments for your share of the contribution.

Military Caregiver Leave

If you take an approved Military Caregiver Leave, your benefits can continue for up to 26 weeks when the leave is due to care for an injured or ill service member, as long as you make timely payments for your share of the contribution. (Leave to care for an ill service member when combined with other FMLA-qualifying leave may not exceed 26 weeks in a single 12-month period.)

Military Leave

If your leave meets the requirements of *Uniformed Services Employment and Reemployment Rights Act (USERRA)*, your health and welfare benefits will continue as if you remained employed for military service of less than 31 days.

If you take a military leave of more than 30 days, you can continue your benefits provided you continue to make timely payments for your share of the cost. Assurant will continue to contribute toward the cost of your coverage. If you receive a *military pay differential*, deductions may continue to be taken from your pay. If the military pay differential is not enough to cover your deductions (taxes, garnishments, benefit costs, etc.) or you're not eligible for the *military pay differential*, you'll receive a bill you for your portion of the premium from Anthem.

Note: The disability benefit under Basic and Supplemental Life and Dependent Life Insurance, Basic and Supplemental Accidental Death and Dismemberment and Long-Term Disability Insurance and Short-Term Disability coverage have exclusions for a death or disability that results from your service in the military. See [AD&D Exclusions](#); [LTD Exclusions](#); [STD Exclusions](#).

If a military leave extends beyond one year, your benefits under the Assurant Health and Welfare Plan end as described under each of the plans. You can continue Health, Dental and EAP coverage for yourself and your enrolled eligible dependents through COBRA for an additional 18 months. The company will continue to contribute toward the cost of your coverage as if you were an active employee during this period. Your Basic and Supplemental Life and Dependent Life Insurance can be converted to private policies within 30 days of the date coverage ends. Long-Term Disability also can be converted if you have been covered for at least one year. You cannot convert AD&D insurance or Short-Term Disability.

Premium Payments while on a Leave of Absence

If you terminate coverage during your leave or you do not pay your portion of the *premiums* within 30 days of the due date, your health, dental and vision coverage will terminate retroactive to the last day of the month for which the company received your last premium payment. Supplemental Life, Supplemental AD&D and Dependent Life Insurance end on last day of the pay period for which you last paid *premiums*. Health Care FSA coverage will terminate retroactive to the last day of the pay period for which your last contribution was received. Any claims you incur while you're not participating in a plan (including Flexible Spending Accounts) will not be covered and you may be responsible for any associated expenses.

If benefits are terminated because the *premiums* were not received within 31 days of the due date, they cannot be reinstated more than one time until you return to an active status. Any benefits that may have been paid on your behalf will need to be returned. Any claims you incur while you're not participating in a plan (including Flexible Spending Accounts) will not be covered and you may be responsible for any associated charges. See [Subrogation and Right of Recovery](#) for more information.

When You Return to Work from a Leave

Generally, if your leave of absence was for 30 days or less, you'll "step back" into the benefits you had prior to the start of your leave, and any missed *premiums* will be deducted from your pay.

If you go on a leave of absence and miss any Health Care or Dependent Day Care FSA contributions, your annual goal amount will be adjusted so that your deductions per pay period remain the same. For example, if your total contribution for the year was \$2,400 and you missed \$400 in contributions while on leave, your new annual contribution will be adjusted to \$2,000. Note: If you're on a leave of absence for two weeks or longer, you cannot contribute to or receive reimbursements from a Dependent Day Care FSA for any expenses incurred while on leave.

You'll need to make new elections upon your return to work if:

- Your unpaid leave is longer than 31 days.
- Your leave crosses over into a new calendar year, regardless of the length of the leave.
- You cancel your benefits at the start of the leave; or
- You do not pay for your portion of your benefit costs.

SOH will be required if you decide to re-enroll in Supplemental Life or Dependent Life Insurance. Contact the People Experience Center at 1-866-324-6513 or MyHR@assurant.com for information on reinstating your benefits.

If You Do Not Return at the End of a Leave

Your benefits will terminate if you do not return to work after:

- 12 weeks of Family and/or Qualifying Exigency leave under FMLA.
- 26 weeks of approved Military Caregiver Leave.
- You no longer are considered *disabled* under the terms of the Disability Plan as determined by Lincoln Financial or MetLife, as applicable and
- An approved, unpaid leave under the Americans with Disabilities Act or similar, applicable state law.

Your benefits will also terminate if you advise Assurant that you'll not be returning to work before the end of your leave. You may be eligible for COBRA coverage.

Health, dental and EAP coverage ends on the last day of the month that your employment ends. Flexible Spending Account coverage will terminate retroactive to the last day of the pay period for which your last contribution was received. See [COBRA](#) for details on how you may be able to continue this coverage after termination.

All other benefits end on the day your employment ends. See [Conversion to an Individual Policy](#) and [Conversion](#) for information on converting your Life and Disability Insurance.

Benefits Eligibility Request for Review

If you believe that an incorrect decision has been made regarding your eligibility to enroll in, change, terminate, or timely pay your share of any of the Assurant benefits available to you, you may ask the Assurant Benefit Plans Committee, or its delegate, to review the decision.

You have 60 days in which to submit a request for review to the Assurant Benefit Plans Committee. Your appeal must:

- Be in writing.
- Provide specific information regarding the basis for your *appeal*; and
- Include all supporting documentation.

Your written request for review must be received no later than 60 days after the date on which your benefits were affected. If you miss a deadline and your benefits are affected or your enrollment is denied, you may submit a request for review that must be received within 60 days after the date on which your benefits were affected. Requests that are received late are not eligible for review.

The Assurant Benefit Plans Committee, or its delegate, will provide you with written notice of its decision within 60 days of the date it receives your *appeal*. If special circumstances require an extension of time, you'll be notified of the extension within the initial 60-day review period. An extension will provide the Assurant Benefit Plans Committee 60 additional days in which to respond.

If, upon review, the eligibility determination is upheld, you'll be provided with an explanation of the reason(s), as well as references to the plan provisions on which the decision is based. The decision of the Assurant Benefit Plans Committee is final and is not subject to further review or *appeal*. The eligibility review process does not permit you, your beneficiary or authorized representative the opportunity to appear in person before, or meet with the Assurant Benefit Plans Committee, or any of its representatives.

Claim Appeals

A claim is any request for a benefit made in accordance with these claim procedures. A request for benefits not made according to these procedures will not be treated as a claim. Questions regarding eligibility and casual inquiries, including requests for prior approval where *prior authorization* is not required, are not claims. All questions relating to eligibility as well as inquiries regarding payment of required employee contributions are subject to the eligibility review procedures discussed above.

Your Right To Appeal

The Plan wants your experience to be as positive as possible. There may be times, however, when you have a complaint, problem, or question about your Plan or a service you have received. In those cases, please contact Member Services by calling the number on the back of your Identification Card. The *claims administrator* will try to resolve your complaint informally by talking to your *provider* or reviewing your claim. If you are not satisfied with the resolution of your complaint, you have the right to file an *appeal*, which is defined as follows:

For purposes of these *appeal* provisions, "claim for benefits" means a request for benefits under the plan.

The term includes both pre-service and post-service claims.

- A pre-service claim for benefits under the plan for which you have not received the benefit or for which you may need to obtain approval in advance.
- A post-service claim is any other claim for benefits under the plan for which you have received the service.

If your claim is denied or if your coverage is rescinded:

- You will be provided with a written notice of the denial or rescission; and
- You are entitled to a full and fair review of the denial or rescission.

The procedure the *claims administrator* will follow will satisfy the requirements for a full and fair review under applicable Federal regulations.

Notice of Adverse Benefit Determination

If your claim is denied, the *claims administrator's* notice of the adverse benefit determination (denial) will include:

- Information sufficient to identify the claim involved;
- the specific reason(s) for the denial;
- a reference to the specific plan provision(s) on which the *claims administrator's* determination is based;
- a description of any additional material or information needed to perfect your claim;
- an explanation of why the additional material or information is needed;
- a description of the Plan's review procedures and the time limits that apply to them, including a statement of your right to bring a civil action under ERISA, if this Plan is subject to ERISA, within one year of the grievance or *appeal* decision if you submit a grievance or *appeal* and the claim denial is upheld;
- information about any internal rule, guideline, protocol, or other similar criterion relied upon in making the claim determination and about your right to request a copy of it free of charge, along with a discussion of the claims denial decision;
- information about the scientific or clinical judgment for any determination based on *medical necessity* or experimental treatment, or about your right to request this explanation free of charge, along with a discussion of the claims denial decision; and,
- information regarding your potential right to an external *Appeal* pursuant to Federal law.

For claims involving urgent/concurrent care:

- the *claims administrator's* notice will also include a description of the applicable urgent/concurrent review process; and
- the *claims administrator* may notify you or your authorized representative within 72 hours orally and then furnish a written notification.

Appeals

You have the right to *appeal* an adverse benefit determination (claim denial or rescission of coverage). You or your authorized representative must file your *appeal* within 180 calendar days after you are notified of the denial or rescission. You will have the opportunity to submit written comments, documents, records, and other information supporting your claim. The *claims administrator's* review of your claim will into account all information you submit, regardless of whether it was submitted or considered in the initial benefit determination.

The *claims administrator* shall offer a single mandatory level of *appeal* and an additional voluntary second level of which may be a panel review, independent review, or other process consistent with the entity reviewing the *appeal*. The time frame allowed for the *claims administrator* to complete its review is dependent upon the type of review involved (e.g., pre-service, concurrent, post-service, urgent, etc.).

For pre-service claims involving urgent/concurrent care, you may obtain an expedited *appeal*. You or your authorized representative may request it orally or in writing. All necessary information, including the *claims administrator's* decision, can be sent between the *claims administrator* and you by telephone, facsimile or other similar method. To file an *appeal* for a claim involving urgent/concurrent care, you or Your authorized representative must contact the *claims administrator* at the number shown on your Identification Card and provide at least the following information:

- the identity of the claimant;
- the date(s) of the medical service;
- the specific medical condition or symptom;
- the *provider's* name;
- the service or supply for which approval of benefits was sought, and
- any reasons why the *appeal* should be processed on a more expedited basis.

All other requests for *appeals* should be submitted in writing by the Member or the Member's authorized representative, except where the acceptance of oral *appeals* is otherwise required by the nature of the *appeal* (e.g., Urgent Care). You or your authorized representative must submit a request for review to: Anthem Blue Cross and Blue Shield, ATTN: *Appeals*, P.O. Box 105568, Atlanta, Georgia 30348

You must include your Member identification number when submitting an appeal.

Upon request, the *claims administrator* will provide, without charge, reasonable access to, and copies of, all documents, records, and other information relevant to your claim. “Relevant” means that the document, record, or other information:

- was relied on in making the benefit determination; or
- was submitted, considered, or produced in the course of making the benefit determination; or
- demonstrates compliance with processes and safeguards to ensure that claim determinations are made in accordance with the terms of the plan, applied consistently for similarly situated claimants; or
- is a statement of the plan’s policy or guidance about the treatment or benefit relative to your diagnosis.

The *claims administrator* will also provide you, free of charge, with any new or additional evidence considered, relied upon, or generated in connection with your claim. In addition, before you receive an adverse benefit determination or review based on a new or additional rationale, the *claims administrator* will provide you, free of charge, with the rationale.

For Out of State Appeals you have to file *provider appeals* with the Host Plan. This means *providers* must file *appeals* with the same plan to which the claim was filed.

How Your Appeal will be Decided

When the *claims administrator* considers your *appeal*, the *claims administrator* will not rely upon the initial benefit determination or, for voluntary second-level *appeals*, to the earlier *appeal* determination. The review will be conducted by an appropriate reviewer who did not make the initial determination and who does not work for the person who made the initial determination. A voluntary second-level review will be conducted by an appropriate reviewer who did not make the initial determination or the first-level *appeal* determination and who does not work for the person who made the initial determination or first-level *appeal* determination.

If the denial was based in whole or in part on a medical judgment, including whether the treatment is experimental, investigational, or not *medically necessary*, the reviewer will consult with a health care professional who has the appropriate training and experience in the medical field involved in making the judgment. This health care professional will not be one who was consulted in making an earlier determination or who works for one who was consulted in making an earlier determination.

Notification of the Outcome of the Appeal

If you appeal a claim involving urgent/concurrent care, the *claims administrator* will notify you of the outcome of the *appeal* as soon as possible, but not later than 72 hours after receipt of your request for *appeal*.

If you appeal any other pre-service claim, the *claims administrator* will notify you of the outcome of the *appeal* within 30 days after receipt of your request for *appeal*.

If you appeal a post-service claim, the *claims administrator* will notify you of the outcome of the *appeal* within 60 days after receipt of your request for *appeal*.

Appeal Denial

If your *appeal* is denied, that denial will be considered an adverse benefit determination. The notification from the *claims administrator* will include all of the information set forth in the above section entitled “Notice of Adverse Benefit Determination.”

If, after the Plan’s denial, the *claims administrator* considers, relies on or generates any new or additional evidence in connection with your claim, the *claims administrator* will provide you with that new or additional evidence, free of charge. The *claims administrator* will not base its *appeal* decision on a new or additional rationale without first providing you (free of charge) with, and a reasonable opportunity to respond to, any such

new or additional rationale. If the *claims administrator* fails to follow the *appeal* procedures outlined under this section the *Appeals* process may be deemed exhausted. However, the *Appeals* process will not be deemed exhausted due to minor violations that do not cause, and are not likely to cause, prejudice or harm so long as the error was for good cause or due to matters beyond the *claims administrator's* control.

Voluntary Second Level Appeals

If you are dissatisfied with the Plan's mandatory first level *appeal* decision, a voluntary second level *appeal* may be available. If you would like to initiate a second level *appeal*, please write to the address listed above. Voluntary *appeals* must be submitted within 60 calendar days of the denial of the first level *appeal*. You are not required to complete a voluntary second level *appeal* prior to submitting a request for an independent External Review.

External Review

If the outcome of the mandatory first level *appeal* is adverse to you and it was based on medical judgment, or if it pertained to a rescission of coverage, you may be eligible for an independent External Review pursuant to Federal law.

You must submit your request for External Review to the *claims administrator* within four (4) months of the notice of your final internal adverse determination.

A request for an External Review must be in writing unless the *claims administrator* determines that it is not reasonable to require a written statement. You do not have to re-send the information that you submitted for internal *appeal*. However, you are encouraged to submit any additional information that you think is important for review.

For pre-service claims involving urgent/concurrent care, you may proceed with an expedited External Review without filing an internal *appeal* or while simultaneously pursuing an expedited *appeal* through the *claims administrator's* internal *appeal* process. You or your authorized representative may request it orally or in writing. All necessary information, including the *claims administrator's* decision, can be sent between the *claims administrator* and you by telephone, facsimile or other similar method. To proceed with an expedited External Review, you or your authorized representative must contact the *claims administrator* at the number shown on your Identification Card and provide at least the following information:

- the identity of the claimant;
- the date(s) of the medical service;
- the specific medical condition or symptom;
- the *provider's* name;
- the service or supply for which approval of benefits was sought; and
- any reasons why the *appeal* should be processed on a more expedited basis.

All other requests for External Review should be submitted in writing unless the *claims administrator* determines that it is not reasonable to require a written statement. Such requests should be submitted by you or your authorized representative to:

Anthem Blue Cross and Blue Shield, ATTN: *Appeals*, P.O. Box 105568, Atlanta, Georgia 30348

You must include your Member identification number when submitting an *appeal*.

This is not an additional step that you must take in order to fulfill your *appeal* procedure obligations described above. Your decision to seek External Review will not affect your rights to any other benefits under this health care plan. There is no charge for you to initiate an independent External Review. The External Review decision is final and binding on all parties except for any relief available through applicable state laws or ERISA, if this Plan is subject to ERISA.

Requirement to file an Appeal before filing a lawsuit

No lawsuit or legal action of any kind related to a benefit decision may be filed by you in a court of law or in any other forum, unless it is commenced within one year of the Plan's final decision on the claim or other request for benefits. If the Plan decides an *appeal* is untimely, the Plan's latest decision on the merits of the underlying claim or benefit request is the final decision date. You must exhaust the Plan's internal *appeals* procedure but not including any voluntary level of *appeal*, before filing a lawsuit or taking other legal action of any kind against the Plan. If your health benefit plan is sponsored by your Employer and subject to the Employee Retirement Income Security Act of 1974 (ERISA) and your *appeal* as described above results in an adverse benefit determination, you have a right to bring a civil action under Section 502(a) of ERISA within one year of *appeal* decision.

The *claims administrator* reserves the right to modify the policies, procedures and timeframes in this section upon further clarification from Department of Health and Human Services and Department of Labor.

Final Third-Level Appeal

Health, Dental and Short-Term Disability benefits allow for a third-level *appeal*. If the denial of your claim has been upheld after two levels of *appeal*, you may file a final third-level *appeal* with the Assurant Benefit Plans Committee (BPC). An *appeal* to the BPC is voluntary; you're not required to file an *appeal* with the BPC before bringing suit against the Plan under ERISA.

Your request for a third-level *appeal* must be made in writing and received by the BPC no more than 60 days from the date you received your second-level *appeal* decision.

Your written *appeal* must include copies of the initial claim decision, first-and second-level *appeal* letters and their denials along with any additional documentation that you have supporting your claim for benefits.

Within 60 days of the date the BPC receives your request for a review, the BPC will notify you in writing of its decision or request additional time to reach a decision based on the existence of special circumstances (but no more than 120 days from the day your completed application for *appeal* is received).

Remember, this third-level *appeal* is voluntary. You're not required to submit such a request before bringing any legal action or requesting an external review.

Where to Submit Your Appeal

Appeals should be sent to the following addresses:

Type of Appeal (By Plan)	1st and 2nd Level Appeal	3rd Level Voluntary Appeal
Health Plan (Blue, Green and Orange Health Plan) ¹⁹	Anthem Blue Cross and Blue Shield P.O. Box 105187 Atlanta, GA 30348-5187	Assurant Benefit Plans Committee 55 Broadway Suite 2901 New York, NY 10006
Prescription Drugs under the Health Plan	CVS Caremark Appeals Department MC109 PO Box 52084 Phoenix, AZ 85072-2084	Assurant Benefit Plans Committee 55 Broadway Suite 2901 New York, NY 10006
Dental Plan	MetLife Dental Claims P.O. Box 14588 Lexington, KY 40512	Assurant Benefit Plans Committee 55 Broadway Suite 2901 New York, NY 10006
Vision Plan	Blue View Vision Insight Attention: Appeals 555 Middle Creek Parkway Colorado Springs, CO 80921	Assurant Benefit Plans Committee 55 Broadway Suite 2901 New York, NY 10006

Type of Appeal (By Plan)	1st and 2nd Level Appeal	3rd Level Voluntary Appeal
Short-Term Disability	Anthem Blue Cross and Blue Shield P.O. Box 105187 Atlanta, GA 30348-5187	Assurant Benefit Plans Committee 55 Broadway Suite 2901 New York, NY 10006
Long-Term Disability	CVS Caremark Appeals Department MC109 PO Box 52084 Phoenix, AZ 85072-2084	N/A
Basic Life and AD&D, Supplemental Life and AD&D, Dependent Life Insurance	MetLife Dental Claims P.O. Box 981282 El Paso, TX 79998-1282	N/A
Business Travel Accident Insurance	Blue View Vision Insight Attention: Appeals 555 Middle Creek Parkway Colorado Springs, CO 80921	N/A
Flexible Spending Accounts	Anthem PO Box 161606 Altamonte Springs, FL 32716	Assurant Benefit Plans Committee 55 Broadway Suite 2901 New York, NY 10006
Educational Assistance Plan (aka Tuition Reimbursement)	the People Experience Center 260 Interstate North Circle Atlanta, GA 30339-2111	Assurant Benefit Plans Committee 55 Broadway Suite 2901 New York, NY 10006
Severance Pay Plan	1st Level Appeal Business Segment Senior HR Executive 2nd level Appeal Assurant Benefit Plans Committee 55 Broadway Suite 2901 New York, NY 10006	N/A

Special Claims

The table below reviews how to appeal special types of group health plan claims.

Type of Claim	Level 1 Appeal	Level 2 Appeal
<p><i>Urgent care</i> claim: a claim for medical care or treatment where delay could:</p> <ul style="list-style-type: none"> • Seriously jeopardize your life or health, or your ability to regain maximum function, or • Subject you to severe pain that cannot be adequately managed without the requested care or treatment. 	<p>72 hours</p> <p>Review provided by <i>claims administrator</i> personnel not involved in making the adverse benefit determination.</p>	<p>72 hours</p> <p>Review provided by the <i>claims administrator</i>.</p>
<p>Pre-service claim: a claim for a benefit that requires the <i>claims administrator's</i> approval of the benefit in advance of obtaining medical care.</p>	<p>30 calendar days</p> <p>Review provided by <i>claims administrator</i> personnel not involved in making the adverse benefit determination.</p>	<p>30 calendar days</p> <p>Review provided by <i>claims administrator</i>.</p>
<p>Concurrent care claim extension: a request to extend a previously approved course of treatment.</p>	<p>Treated like an <i>urgent care</i> claim or a pre-service claim depending on the circumstances.</p>	<p>Treated like an <i>urgent care</i> claim or a pre-service claim depending on the circumstances.</p>
<p>Post-service claim: a claim for a benefit that is not a pre-service claim.</p>	<p>60 calendar days</p> <p>Review provided by <i>claims administrator</i> personnel not involved in making the adverse benefit determination.</p>	<p>60 calendar days</p> <p>Review provided by <i>claims administrator</i>.</p>

You also may choose to have another person (an authorized representative) make the appeal on your behalf by providing written consent to the *claims administrator*. However, in case of an *urgent care* claim or a pre-service claim, a *physician* familiar with the case may represent you in the appeal.

The charts above show the time limits for you to submit appeals and for the *claims administrator* or Benefit Plan Committee to respond.

Subrogation and Reimbursement

These Subrogation and Reimbursement provisions apply when the Plan pays benefits as a result of Injuries or illnesses you sustained, and you have a right to a Recovery or have received a Recovery from any source.

Definitions

As used in these Subrogation and Reimbursement provisions, “you” or “your” includes anyone on whose behalf the plan pays benefits. These Subrogation and Reimbursement provisions apply to all current or former Plan participants and Plan beneficiaries. The provisions also apply to the parents, guardian, or other representative of a dependent child who incurs claims and is or has been covered by the Plan. The Plan’s rights under these provisions shall also apply to the personal representative or administrator of your estate, your heirs or beneficiaries, minors, and legally impaired persons. If the Member is a minor, any amount recovered by the minor, the minor’s trustee, guardian, parent, or other representative, shall be subject to these Subrogation and Reimbursement provisions. Likewise, if the Member’s relatives, heirs, and/or assignees make any Recovery because of Injuries sustained by the Member, or because of the death of the Member, that Recovery shall be subject to this provision, regardless of how any Recovery is allocated or characterized.

As used in these Subrogation and Reimbursement provisions, “Recovery” includes, but is not limited to, monies received from any person or party, any person’s or party’s liability insurance coverage, uninsured motorist coverage, underinsured motorist coverage, personal umbrella coverage, workers’ compensation insurance or

fund, premises medical payments coverage, restitution, or “no-fault” or personal Injury protection insurance and/or automobile medical payments coverage, or any other first or third party insurance coverage, whether by lawsuit, settlement or otherwise. Regardless of how you or your representative or any agreements allocate or characterize the money you receive as a Recovery, it shall be subject to these provisions.

Subrogation

Immediately upon paying or providing any benefit under the Plan, the Plan shall be subrogated to, or stand in the place of, all of your rights of Recovery with respect to any claim or potential claim against any party, due to an Injury, illness or condition to the full extent of benefits provided or to be provided by the Plan. The Plan has the right to recover payments it makes on your behalf from any party or insurer responsible for compensating you for your illnesses or Injuries. The Plan has the right to take whatever legal action it sees fit against any person, party, or entity to recover the benefits paid under the Plan. The Plan may assert a claim or file suit in your name and take appropriate action to assert its subrogation claim, with or without your consent. The Plan is not required to pay you part of any Recovery it may obtain, even if it files suit in your name.

Reimbursement

If you receive any payment as a result of an Injury, illness or condition, you agree to reimburse the Plan first from such payment for all amounts the Plan has paid and will pay as a result of that Injury, illness or condition, up to and including the full amount of your Recovery. If you obtain a Recovery and the Plan has not been repaid for the benefits the Plan paid on your behalf, the Plan shall have a right to be repaid from the Recovery in the amount of the benefits paid on your behalf. You must promptly reimburse the Plan from any Recovery to the extent of benefits the Plan paid on your behalf regardless of whether the payments you receive make you whole for your losses, illnesses and/or Injuries.

Secondary to Other Coverage

The Plan shall be secondary in coverage to any medical payments provision, no-fault automobile insurance policy, or personal Injury protection policy regardless of any election made by you to the contrary. The Plan shall also be secondary to any excess insurance policy, including, but not limited to, school and/or athletic policies. This provision applies notwithstanding any Coordination of Benefits term to the contrary.

Assignment

In order to secure the Plan’s rights under these Subrogation and Reimbursement provisions, you agree to assign to the Plan any benefits or claims or rights of Recovery you have under any automobile policy or other coverage, to the full extent of the Plan’s Subrogation and Reimbursement claims. This assignment allows the Plan to pursue any claim you may have regardless of whether you choose to pursue the claim.

Applicability to All Settlements and Judgments

Notwithstanding any allocation or designation of your Recovery made in any settlement agreement, judgment, verdict, release, or court order, the Plan shall have a right of full Recovery, in first priority, against any Recovery you make. Furthermore, the Plan’s rights under these Subrogation and Reimbursement provisions will not be reduced due to your own negligence. The terms of these Subrogation and Reimbursement provisions shall apply and the Plan is entitled to full Recovery regardless of whether any liability for payment is admitted and regardless of whether the terms of any settlement, judgment, or verdict pertaining to your Recovery identify the medical benefits the Plan provided or purport to allocate any portion of such Recovery to payment of expenses other than medical expenses. The Plan is entitled to recover from any Recovery, even those designated as being for pain and suffering, non-economic damages, and/or general damages only.

Constructive Trust

By accepting benefits from the Plan, you agree that if you receive any payment as a result of an Injury, illness or condition, you will serve as a constructive trustee over those funds. You and your legal representative must hold in trust for the Plan the full amount of the Recovery to be paid to the Plan immediately upon receipt. Failure to hold such funds in trust will be deemed a breach of your fiduciary duty to the Plan. Any Recovery you obtain must not be dissipated or disbursed until such time as the Plan has been repaid in accordance with these Subrogation and Reimbursement provisions.

Lien Rights

The Plan will automatically have a lien to the extent of benefits paid by the Plan for the treatment of your illness, Injury or condition upon any Recovery related to treatment for any illness, Injury or condition for which the Plan paid benefits. The lien may be enforced against any party who possesses funds or proceeds from your Recovery including, but not limited to, you, your representative or agent, and/or any other source possessing funds from your Recovery. You and your legal representative acknowledge that the portion of the Recovery to which the Plan's equitable lien applies is a Plan asset. The Plan shall be entitled to equitable relief, including without limitation restitution, the imposition of a constructive trust or an injunction, to the extent necessary to enforce the Plan's lien and/or to obtain (or preclude the transfer, dissipation or disbursement of) such portion of any Recovery in which the Plan may have a right or interest.

First-Priority Claim

By accepting benefits from the Plan, you acknowledge the Plan's rights under these Subrogation and Reimbursement provisions are a first priority claim and are to be repaid to the Plan before you receive any Recovery for your damages. The Plan shall be entitled to full reimbursement on a first-dollar basis from any Recovery, even if such payment to the Plan will result in a Recovery which is insufficient to make you whole or to compensate you in part or in whole for the losses, Injuries, or illnesses you sustained. The "made-whole" rule does not apply. To the extent that the total assets from which a Recovery is available are insufficient to satisfy in full the Plan's subrogation claim and any claim held by you, the Plan's subrogation claim shall be first satisfied before any part of a Recovery is applied to your claim, your attorney fees, other expenses or costs. The Plan is not responsible for any attorney fees, attorney liens, other expenses or costs you incur. The "common fund" doctrine does not apply to any funds recovered by any attorney you hire regardless of whether funds recovered are used to repay benefits paid by the Plan.

Cooperation

You agree to cooperate fully with the Plan's efforts to recover benefits paid. The duty to cooperate includes, but is not limited, to the following:

- You must promptly notify the Plan of how, when and where an accident or incident resulting in personal Injury or illness to you occurred, all information regarding the parties involved and any other information requested by the Plan.
- You must notify the plan within 30 days of the date when any notice is given to any party, including an insurance company or attorney, of your intention to pursue or investigate a claim to recover damages or obtain compensation due to your Injury, illness or condition.
- You must cooperate with the Plan in the investigation, settlement and protection of the Plan's rights. In the event that you or your legal representative fails to do whatever is necessary to enable the Plan to exercise its subrogation or reimbursement rights, the Plan shall be entitled to deduct the amount the Plan paid from any future benefits under the Plan.
- You and your agents shall provide all information requested by the Plan, the claims administrator or its representative including, but not limited to, completing and submitting any applications or other forms or statements as the Plan may reasonably request and all documents related to or filed in personal Injury litigation.
- You recognize that to the extent that the Plan paid or will pay benefits under a capitated agreement, the value of those benefits for purposes of these provisions will be the reasonable value of those payments or the actual paid amount, whichever is higher.
- You must not do anything to prejudice the Plan's rights under these Subrogation and Reimbursement provisions. This includes, but is not limited to, refraining from making any settlement or Recovery that attempts to reduce or exclude the full cost of all benefits provided by the Plan.

- You must send the Plan copies of all police reports, notices or other papers received in connection with the accident or incident resulting in personal Injury or illness to you.
- You must promptly notify the Plan if you retain an attorney or if a lawsuit is filed on your behalf.
- You must immediately notify the Plan if a trial is commenced, if a settlement occurs or if potentially dispositive motions are filed in a case.

In the event that you or your legal representative fails to do whatever is necessary to enable the Plan to exercise its rights under these Subrogation and Reimbursement provisions, the Plan shall be entitled to deduct the amount the Plan paid from any future benefits under the Plan.

If you fail to repay the Plan, the Plan shall be entitled to deduct any of the unsatisfied portion of the amount of benefits the Plan has paid or the amount of your Recovery whichever is less, from any future benefit under the Plan if:

1. The amount the Plan paid on your behalf is not repaid or otherwise recovered by the Plan; or
2. You fail to cooperate.

In the event you fail to disclose the amount of your settlement to the Plan, the Plan shall be entitled to deduct the amount of the Plan's lien from any future benefit under the Plan. The Plan shall also be entitled to recover any of the unsatisfied portion of the amount the Plan has paid or the amount of your Recovery, whichever is less, directly from the *providers* to whom the Plan has made payments on your behalf. In such a circumstance, it may then be your obligation to pay the *provider* the full billed amount, and the Plan will not have any obligation to pay the *provider* or reimburse you.

You acknowledge the Plan has the right to conduct an investigation regarding the Injury, illness or condition to identify potential sources of Recovery. The Plan reserves the right to notify all parties and their agents of its lien. Agents include, but are not limited to, insurance companies and attorneys.

You acknowledge the Plan has notified you that it has the right pursuant to the Health Insurance Portability & Accountability Act ("HIPAA"), 42 U.S.C. Section 1301 et seq, to share your personal health information in exercising these Subrogation and Reimbursement provisions.

The Plan is entitled to recover its attorney's fees and costs incurred in enforcing its rights under these Subrogation and Reimbursement provisions.

Discretion

The Plan Administrator has sole discretion to interpret the terms of the Subrogation and Reimbursement provisions of this Plan in its entirety and reserves the right to make changes as it deems necessary.

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Required Notices

CHIP Reauthorization Act (CHIPRA)

The Plan provides notice to new and current Participants about the special enrollment opportunity under CHIPRA. Depending on the state you reside, if you are eligible for Assurant's Health Plan, but are unable to afford the premium, you may be able to receive premium assistance from a state sponsored program using funds from Medicaid or the Children's Health Insurance Program, (CHIP). Please contact the People Experience Center at 1-866-324-6513 to ascertain if the state where you reside provides premium assistance.

Consolidated Omnibus Budget Reconciliation Acts (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) gives you and your covered dependents the right to continue health care coverage at group rates if your Assurant coverage ends due to one of the following qualifying events:

- Termination of employment for any reason other than gross misconduct.
- Reduction in the number of hours you work.
- Non-payment of premiums.
- Death of employee.
- Divorce or legal separation.
- Dependent child attaining the limiting age (end of the month in which he/she turns age 26).
- Commencement of a bankruptcy proceeding concerning an employer from whose employment the covered employee retired; and
- Retirement.

Although federal law limits the definition of a qualified beneficiary to include only covered employees, *spouses* (as defined by federal law) and dependents, Assurant allows you to continue coverage for your domestic partner and his/her children as well. Generally, your COBRA premium for the first 18 months of coverage will be 102% of the total (both employer and employee) cost of the coverage.

Note: There may be other more cost-effective coverage options for you and your family through the Health Insurance Marketplace, Medicaid, Medicare, or another group health plan (such as a spouse's plan) through what is called a "special enrollment period." You can learn more about these options at <http://www.healthcare.gov>.

What Benefits Does COBRA Cover?

If you and/or your enrolled dependents lose health coverage as a result of certain qualified events, COBRA allows you to continue health coverage (including medical, prescription drug, employee assistance program and dental and vision) for up to 36 months. Further, if you have a positive balance in your Health Care Flexible Spending Account at the time your participation ends, you can continue to participate through the end of the calendar year in which your participation in the Assurant Plan ends by making after-tax contributions to the *COBRA Administrator*.

Your coverage under COBRA will be the same benefits as you were eligible to receive as an active employee. If the coverage or *premiums* change for active employees under the Plan, the same changes will apply to you and/or your enrolled dependents.

A child born, adopted or placed for adoption during your COBRA continuation period is considered a qualifying beneficiary.

Generally if you drop your *spouse* from coverage during Open Enrollment, it is not a qualifying event. However, if you later divorce or legally separate, your *spouse* may be entitled to COBRA as of the date of the divorce or legal separation even if it is later than 60 days after the loss of coverage. The termination of the coverage

at Open Enrollment may be deemed by the *Plan Administrator* to be “in anticipation of” the divorce or legal separation. You or your former *spouse* must notify Anthem within 60 days of the divorce or legal separation to elect COBRA continuation coverage. Anthem can be reached at 1-877-775-9393.

Enrolling in COBRA Coverage

When you terminate employment, your hours are reduced or you pass away, Anthem will send a COBRA Coverage Election Notice (COBRA Notice) to your home address. If you choose to elect COBRA coverage, please complete the COBRA Coverage Election Form and mail the completed COBRA Coverage Election Form by United States Postal Service (“USPS”) to Anthem at PO Box 660350 Dallas, TX 75266-0350. You may also fax the completed COBRA Coverage Election Form to Fax #: 1-866-735-8191.

IF YOU WANT TO ELECT ONLINE: If you wish to elect online, you can complete your enrollment on the Anthem’s website at benefitadminsolutions.com/anthem. You’ll need to provide your name, date of birth, valid e-mail address, and Social Security number or your designated Anthem account number to register for an Anthem “user name.” The information you provide in connection with your online enrollment is kept confidential in accordance with Anthem’s privacy policy, which you can find at benefitadminsolutions.com/anthem.

If you have a dependent who loses coverage due to a qualified event, for example due to divorce or a child reaching the maximum age limit, you, your *spouse/domestic partner* or your former *spouse/domestic partner* must notify the People Experience Center within 60 days of the qualified life event. Your notification must include your name and Social Security number, the qualifying beneficiary’s name, Social Security number, address, the type of event and the date of the qualified event. When the People Experience Center receives your notification via MyHR *powered by Workday*, they will send the COBRA Notice and COBRA Application to the qualifying beneficiary. Failure to notify the People Experience Center within 60 days of the qualified life event could result in a loss of COBRA eligibility. You can reach the People Experience Center at 1-866-324-6513 or via email at MyHR@assurant.com.

You or the qualifying beneficiary will have 60 days from the date of the COBRA Notice or the date the coverage terminated, whichever is later, to elect COBRA. If elected, coverage will be reinstated retroactive to the date your group coverage ended provided the initial premium is paid within 45 days of the date on the invoice. If you do not return your COBRA notice within the time frame outlined above, you’ll forfeit your rights to COBRA coverage.

You’ll be required to make all current and past due COBRA payments before your coverage will become effective. Failure to make these payments by the payment due date will result in cancellation of your COBRA coverage. Once canceled, coverage may be reinstated one time. A second cancellation of coverage must be appealed to the Assurant, Inc. Benefit Plans Committee for possible reinstatement. Payments for continuation coverage must be sent to the address outlined on the continuation application.

Your premium is due by the first of the month for that month of coverage. For example, April’s premium is due by April 1. There is a 31-day grace period for all premium payments after the initial payment. If your premium payment is not postmarked by the end of the grace period, your coverage will be terminated retroactive to the last day of the month for which the last premium was paid.

Extended Coverage

COBRA coverage may be extended for up to an additional 11 months if the qualified beneficiary is *disabled* at any the time during the first 60 days of continuation coverage if the qualifying event is the termination of your employment or reduction in hours. Coverage can continue for up to a total of 29 months (maximum continuation period + disability extension) for the *disabled* beneficiary and any other qualified beneficiary who became entitled to COBRA as a result of the same qualifying event.

The *disabled* beneficiary must receive a determination from the Social Security Administration that he or she was *disabled* as of the qualifying event or within 60 days of the date coverage is lost due to the qualifying

event. For example, if you terminate employment on Nov. 17, your coverage under the Assurant plan ends on Nov. 30. The Social Security Administration must determine that the Qualified Beneficiary is *disabled* as of Nov. 17 or within 60 days of Nov. 30 to be eligible for the extension of coverage.

Further, the *disabled* beneficiary must notify Anthem of the Social Security Administration’s determination:

- Within 60 days of the Social Security Administration’s determination; and
- Before the end of the first 18 months of COBRA continuation.

If the Social Security Administration determines that a *disabled* beneficiary is no longer *disabled*, he or she must contact the WageWorks within 31 days of the determination. Extended COBRA coverage will end as of the month that begins more than 31 days after the Social Security Administration’s decision, or until coverage would otherwise end, if earlier.

COBRA *premiums* increase from 102% to 150% of the total *premium* for the additional 11 months of extended coverage.

You can get additional information about COBRA coverage from Anthem at 1-877-775-9393.

Changing COBRA Coverage

You and the qualified beneficiary have the right to change coverage options and coverage levels during Open Enrollment or if you or the qualified beneficiary experiences a [qualified life event](#). Refer to [Qualified Life Events](#) and [Special Enrollment Rights](#) or contact Anthem for more information regarding your enrollment rights. If the addition of a *spouse* or dependent child will result in a higher contribution, COBRA rates will reflect the higher amount. You can reach Anthem at 1-877-775-9393.

When COBRA Coverage Ends

The maximum continuation period under COBRA depends on the qualified event that caused the loss of coverage under the active employee plan as outlined below:

COBRA coverage will end earlier if:

Qualified Event	Maximum Continuation Period
Termination of employment for any reason other than gross misconduct	18 months
Retirement	18 months
Reduction in scheduled work hours	18 months
Death of employee	36 months
Divorce or legal separation	36 months
Domestic partner no longer meets eligibility requirements	36 months
Child attains age 26	36 months

- The required payments have not been made on a timely basis.
- You or a qualified beneficiary begins coverage under any other group plan, after the date you or the qualifying beneficiary elects COBRA continuation coverage.
- You or a qualified beneficiary become entitled to *Medicare*, after the date you or the qualified beneficiary elects COBRA.
- Your coverage would be terminated as an active employee for any other reason (e.g., submitting fraudulent claims); or
- The company terminates the plan.

If you or a qualified beneficiary fails to re-enroll for COBRA coverage during Open Enrollment, you or the

You or the qualifying beneficiary is obligated to contact the COBRA Unit within 30 days after you or the qualifying beneficiary becomes entitled to *Medicare* or begins coverage another group health plan. If you fail to contact the COBRA Unit within 30 days and the Plan pays benefits on behalf of you or the qualifying beneficiary, the Plan may recoup any amounts paid in error from you or the qualifying beneficiary.

qualified beneficiary will be defaulted into the Orange health plan option, at the employee-only tier.

Employee Retirement Income Security Act (ERISA)

Plan Information

Qualifying Event	Maximum Continuation Period
Plan Name:	Assurant Health & Welfare Benefit Plan
Plan Number:	501
Employer ID Number:	39-1126612
Type of Plan:	An employee welfare plan providing self-insured benefits as follows: Health, Prescription Drug, Health Reimbursement Account, Health Savings Account, Dental, Employee Assistance Program (EAP), Short-Term Disability and insured benefits: Life, Accidental Death and Dismemberment, Dependent Life, Long-Term Disability, Business Travel Accident and Long-Term Care.
Type of Administration:	Health, Prescription Drug, Dental, EAP, Health Reimbursement Account and Health Savings Account benefits are administered by Anthem Blue Cross and Blue Shield, CVS Caremark, MetLife, Lincoln Financial, New Directions <i>Behavioral Health</i> and HealthEquity, respectively. The benefit administrators function as plan service <i>providers</i> , for a fee, and not as insurers. Life, Accidental Death and Dismemberment and Dependent Life Insurance are insured through MetLife and Long-Term Disability is insured through Lincoln Financial. Business Travel Accident is insured through AIG Insurance Company. Long-Term Care is insured through John Hancock. Flexible Spending Accounts, Tuition Reimbursement Plan and the Severance Pay Plan are administered by Assurant.

chart is continued on next page

Qualifying Event	Maximum Continuation Period
Plan Year:	Jan. 1 - Dec. 31
Plan Sponsor:	Assurant, Inc. 55 Broadway Suite 2901 New York, NY 10006 212-859-7000
<i>Plan Administrator:</i>	Assurant, Inc. Benefit Plans Committee 55 Broadway Suite 2901 New York, NY 10006

The following benefits are provided under the Plan but are not subject to ERISA: Dependent Day Care Flexible Spending Account, Tuition Reimbursement Plan, the Health Savings Account and the Commuter Benefits.

The Assurant Benefit Plans Committee as *Plan Administrator* shall have the exclusive right and discretion to interpret the terms and conditions of the plans, and to decide all matters arising in their administration and operation, including questions of fact and issues pertaining to eligibility for, and the amount of, benefits to be paid by the plans. Any such interpretation or decision shall, subject to the claims procedure described herein, be conclusive and binding on all interested persons, and shall, consistent with the Plans' terms and conditions, be applied in a uniform manner to all similarly situated participants and their covered dependents.

Your participation in the Assurant Health and Welfare Plan and any of the plans discussed in this document does not guarantee your continued employment at the company. If you quit, are discharged or laid off, the Plan does not give you a right to any interest in the Plan except as specifically provided for in the plan documents.

The *Plan Administrator* is authorized to delegate its administrative duties to one or more individuals or committees within Assurant or its affiliated companies, or to one or more outside administrative service providers. Presently, certain administrative services with regard to the processing of claims and the payment of benefits are provided through contracts with certain service providers. These providers are listed in the Claims and Contacts section.

Your Rights under ERISA

Certain benefits offered through the Assurant Benefit Program and described in this booklet are employee welfare benefit plans covered by the Employee Retirement Income Security Act of 1974 (ERISA). If you participate in an ERISA-covered plan, you have certain rights and protections based on ERISA.

ERISA does not require Assurant to provide benefits. But it does set standards for any benefits the company wishes to offer - and it requires that you be given an opportunity to learn what those benefits are and your rights to them under the law.

ERISA provides that plan participants are entitled to:

Receive Information about Your Plan and Benefits

You may examine, without charge, at the *Plan Administrator's* office and at other specified locations such as worksites, all documents governing the plan, including insurance contracts and a copy of the latest annual report (Form 5500 series) filed by the plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.

You may obtain, upon written request to the *Plan Administrator*, copies of all documents governing the operation of the plans, including insurance contracts and copies of the latest annual report (Form 5500

series) and updated Summary Plan Descriptions. The *Plan Administrator* may make a reasonable charge for the copies.

You may receive a summary of the plans' annual financial report. The *Plan Administrator* is required by law to furnish each participant with a copy of this summary annual report.

Continue Health Coverage

Under COBRA, you may continue health care coverage for yourself, *spouse* or dependents if there is a loss of coverage as a result of a qualifying event. You or your dependents will have to pay for such coverage. You should review this Summary Plan Description for information concerning your COBRA continuation coverage rights.

Prudent Actions by Plan Fiduciaries

In addition to creating rights for plan participants, ERISA imposes duties upon the People who are responsible for the operation of the employee benefit plans. The People who operate your plans, called "fiduciaries," have a duty to do so prudently and in the interest of the plan participants and beneficiaries. No one, including your employer or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit from the plan, or from exercising your rights under ERISA.

Enforce Your Rights

If your claim for a welfare benefit under an ERISA-covered plan is denied in whole or in part, you must receive a written explanation of the reason for the denial. You have the right to have the plan review and reconsider your claim. Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request materials from the plan and do not receive them within 30 days, you may file suit in a federal court. In such a case, the court may require the *Plan Administrator* to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the *Plan Administrator*. If you have a claim for benefits that is denied or ignored in whole or in part, you may file suit in a federal court. In addition, if you disagree with the plan's decision or lack thereof concerning a *medical child support order*, you may file suit in federal court. If the plan fiduciaries misuse the plan's money, or if you're discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you're successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is considered frivolous.

Assistance with Your Questions

If you have questions about your plans, you should contact the People Experience Center. If you have any questions about this statement or about your rights under ERISA, or if you need assistance obtaining documents from the *Plan Administrator*, you should contact the nearest office of the U.S. Department of Labor, Pension and Welfare Benefits Administration listed in your telephone directory, or the Division of Technical Assistance and Inquires, Employee Benefits Security Administration (EBSA), U.S. Department of Labor, 200 Constitution Ave., N.W., Washington, D.C. 20210.

You also may contact the EBSA's toll-free participant assistance number, 1-866-444-3272, or visit their website at dol.gov/ebsa.

If a Plan is Amended, Modified, Suspended or Terminated

Assurant, Inc. reserves the right to suspend, amend, modify, or terminate the plan(s) in any manner at any time, including the right to modify or eliminate any cost-sharing between the company and participants.

Changes are made by action of the company's board of directors, or to the extent authorized by resolution of its board of directors, by the Assurant, Inc. Benefit Plans Committee.

The procedure for amendment or modification of the plan, programs, or policies shall consist of the lawful

adoption of a written amendment or modification to the plan, programs, or policies by majority vote at a validly held meeting or by unanimous, written consent, followed by the filing of such duly adopted amendment or modification by the Secretary with the official records of the company. Participants will be notified in due course concerning substantial changes.

Benefits for claims occurring after the effective date of plan modification or termination are payable in accordance with the revised plan documents.

All statements in this book, the official plan documents, and all representations by the company or its personnel are subject to this right of amendment, modification, suspension, or termination. These rights apply without limitation, even after an individual's circumstances have changed by retirement or otherwise. Plan benefits do not become vested. In the event an Assurant, Inc. plan is terminated, any assets held will be used to provide benefits for employees of Assurant, Inc. or a successor, or they may be used in other ways not prohibited by Internal Revenue Service regulations.

Health Insurance and Portability Act (HIPAA)

The Health Insurance and Portability Act of 1996 (HIPAA) offers a range of rights and protections that you should know. These are outlined in the Notice of Privacy Practices below:

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW PERSONAL HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE, PLEASE CONTACT THE PEOPLE EXPERIENCE CENTER AT 1-866-324-6513.

Effective Date

September 14, 2021

This notice describes the information privacy practices followed by the Assurant Group Health and Welfare Benefit Plan (the "Assurant Plan") During the course of providing you with health coverage, the Assurant Plan will have access to information about you that is deemed to be "protected health information", or PHI, by the Health Insurance Portability and Accountability Act of 1996, or HIPAA. PHI is defined as information that is created or received by the Assurant Plan and relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for health care provided to an individual. The information must either identify the individual directly or be the type of information that can be used to identify the individual. While we cannot describe every type of information that the Assurant Plan collects, some of the types of PHI include:

- Name and Social Security Number associated with enrollment records,
- Claim information associated with FSA reimbursement requests,
- Claim information associated with a specific *appeal* for benefits.

This notice describes the uses and disclosure of PHI practices by the Plan and what your rights are under HIPAA.

OUR PLEDGE REGARDING PHI INFORMATION

We are required by law to:

- make sure that PHI that identifies you is kept private;
- provide you with certain rights with respect to your PHI;
- give you this notice of our legal duties and privacy practices with respect to PHI about you; and
- follow the terms of the notice that is currently in effect.

By adoption of this notice, the Assurant Plan confirms that it will comply with the privacy procedures set forth herein. The Assurant Plan may not use or disclose your PHI other than as provided herein or as required by law. All of the carriers or other business associates who are provided your PHI must agree to be bound by the restrictions and conditions concerning your PHI found herein.

HOW WE MAY USE AND DISCLOSE PHI INFORMATION ABOUT YOU

This section describes how the Plan uses and discloses PHI. Please note that these are merely examples of the most typical uses and disclosures, and are not intended to show every possible situation that may lead to or require disclosure of your PHI. Other types of disclosures of your PHI that are not categorized in this notice, including uses and disclosures of psychotherapy notes, uses and disclosures of PHI for marketing or fundraising purposes, and disclosures that constitute a sale of PHI may only be made by the Plan with your written authorization, which you may revoke at any time by writing the Plan at the address indicated on the authorization.

For Payment (as described in applicable regulations). We may use and disclose PHI about you to determine eligibility for Plan benefits, to determine employee contribution discounts, to determine benefit responsibility under the Plan, or to coordinate Plan coverage.

For Health Care Operations (as described in applicable regulations). We may use and disclose PHI about you for other Plan operations. These uses and disclosures are necessary to run the Plan. For example, we may use PHI in connection with: underwriting and soliciting bids from potential carriers, *premium* rating and setting employee contributions, and other activities relating to Plan coverage; submitting claims for stop-loss (or excess loss) coverage, legal services, audit services; business planning and development such as cost management; and business management and general Plan administration activities. In addition, your PHI may occasionally be disclosed to certain non-Assurant personnel (for example, outside legal counsel) in order that they may assist with administration of the Plan. The Plan is prohibited from and will not use your PHI that is considered genetic information for underwriting purposes.

Since Assurant is the Plan Sponsor, your PHI will be disclosed to certain employees of Assurant in the below specified areas who perform Plan administration functions, including any employee who receives PHI relating to payment under, health care operations of, or other matter pertaining to the Plan in the ordinary course of business. These individuals are:

- the People Experience Center,
- The Human Resources/ Total Rewards & Wellbeing Department,
- Enterprise Business Services employees associated with the payment of carrier and business associate expenses, direct billing for benefits coverage, collection of premiums for benefits coverage and the administration of health savings accounts, flexible spending accounts and Retiree Reimbursement Plan,
- IT work force members who are responsible for the maintenance and development of the IT systems that support the departments indicated above, and
- The Assurant, Inc. Benefit Plans Committee.

These individuals may only use your PHI for Plan administration purposes including those described below, provided they do not violate the provisions set forth herein. Any employee of Assurant who violates the rules for handling PHI established herein will be subject to adverse disciplinary action.

Your PHI will not be used by Assurant for any employment-related actions or decisions or in connection with any other benefits or employee benefit plans of Assurant. Assurant must report to the Plan any uses or disclosures of your PHI, that are inconsistent with the provisions set forth herein, when Assurant or its covered employees become aware.

YOUR RIGHTS REGARDING PHI ABOUT YOU

You have the following rights regarding PHI we maintain about you:

Right to Inspect and Copy. You have the right to inspect and copy PHI that may be used to make decisions about your Plan benefits. The enrollment data that we maintain on you is available for viewing through EPIC. To further inspect and copy PHI (PHI that the plan retains on you consists of eligibility and enrollment data) that may be used to make decisions about you, you must submit your request in writing to the Privacy Official at: Total Rewards & Wellbeing, Attn: HIPAA Privacy Official, 55 Broadway, Suite 2901, New York, New York 10006. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain circumstances as required under HIPAA. HIPAA provides several important exceptions to your right to access your PHI. If you are denied access to PHI, you may request that the denial be reviewed.

PHI maintained by your physician, or contract carrier is not covered by this notice but regulated by the Privacy Regulations under HIPAA.

Right to Amend. If you feel that PHI we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by the Plan. These requests must be submitted in writing to the Privacy Official. Please be aware that the Plan only maintains eligibility and enrollment data on you which is permitted by law to obtain and utilize for Plan administration.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend the information that:

- Is not part of the PHI kept by or for the Plan (remember we only keep the PHI outlined in this notice);
- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.

Employer must act on your request for an amendment of your PHI no later than 60 days after receipt of your request.

Right to Accounting. You have the right to review a list of disclosures that the Plan made of your PHI (except PHI disclosed as allowed by law covering eligibility and enrollment data, and PHI disclosed to your representative or pursuant to an authorization from you). The Plan has no intention to disclose PHI about you beyond the legal use for eligibility and enrollment data. You must request this accounting in writing, addressed to the Privacy Official.

Right to Request Confidential Communications. You may request that the Plan communicates with you about your medical information in a certain way or at a certain location, provided that you can show that communication in a different manner might endanger you or your well-being. Your request must be in writing and specify why communications in the normal manner would endanger you and what specific manner of communications you are requesting.

Right to Disclosure to Personal Representative. You may request that the Plan disclose your PHI to a named individual who you designate to act on your behalf. Your request must be in writing and must be ac-

accompanied by documentation showing that the individual qualifies as your personal representative under law (such as a notarized power of attorney).

Right to Request Restrictions. You have the right to request a restriction or limitation on your PHI that we use or disclose for treatment, payment, or health care operations. You also have the right to request a limit on your PHI that we disclose to someone who is involved in your care or the payment for your care, such as a family member or friend. For example, you could ask that we not use or disclose information about a surgery that you had.

Except as provided in the next paragraph, we are not required to agree to your request. However, if we do agree to the request, we will honor the restriction until you revoke it or we notify you.

We will comply with any restriction request if (1) except as otherwise required by law, the disclosure is to a health plan for purposes of carrying out payment or health care operations (and is not for purposes of carrying out treatment); and (2) the PHI pertains solely to a health care item or service for which the health care provider involved has been paid in full by you or another person.

Right to be Notified of a Breach. You will be notified by the Plan in the event that your unsecured PHI is compromised.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

In order to exercise any of the above discussed rights, please contact Assurant Total Rewards & Wellbeing, Attn: Privacy Official, 55 Broadway, Suite 2901, New York, New York 10006.

CHANGES TO THIS NOTICE

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for PHI we already have about you as well as any changed information we receive in the future. A copy of this notice will remain posted on the Assurant Benefits Website, MyAssurantBenefits.com.

COMPLAINTS

If you believe your privacy rights have been violated with respect to the handling of your PHI, you may file a complaint with the Plan or with the Secretary of the Department of Health and Human Services. All complaints associated with the Plan must be in writing to Assurant Total Rewards & Wellbeing, Attn: HIPAA Privacy Official, 55 Broadway, Suite 2901, New York, New York 10006.

You will not be penalized for a complaint.

Mental Health Parity and Addiction Equity Act (MHPAEA)

The medical benefits under the Plan will provide parity between mental health or substance use disorder benefits and medical/surgical benefits with respect to financial requirements and treatment limitations under group health plans and health insurance coverage offered in connection with the Plan, as required by Code Section 9812 and ERISA Section 712, and the regulations thereunder.

- *Lifetime or Annual Dollar Limits.* The Plan will not impose an aggregate lifetime or annual dollar limit, respectively, on mental health or substance use disorder, (“MH/SUD”), benefits.
- *Financial Requirement or Treatment Limitations.* The Plan will not apply any financial requirement or

treatment limitation (whether quantitative or nonquantitative) to mental health or substance use disorder benefits in any classification (as determined by the *Plan Administrator* in accordance with applicable regulations) that is more restrictive than the predominant financial requirement or treatment limitation of that type applied to substantially all medical/surgical benefits. There are six benefits classifications: Inpatient, in-network; Inpatient, *out-of-network*; Outpatient, in-network; Outpatient, *out-of-network*; Emergency Care; and Prescription Drugs. The following are examples of financial requirements, quantitative treatment limitations, (“QTLs”), and non-quantitative treatment limitations, (“NQTLs”):

Financial requirements include such items as deductibles, *copayments*, coinsurance, and *out-of-pockets* limits;

- QTLs are limits on such items as the number of days, visits, or treatments covered; and
- NQTLs are limitations on the scope and duration of treatment such as prior authorization or on-going authorization requirements, and medical management standards limiting or excluding benefits based on medical necessity or medical appropriateness or based on whether the treatment is experimental or investigative.

- *Criteria for medical necessity determinations.* The criteria for making *medical necessity* determinations relative to claims involving mental health or substance use disorder benefits will be made available by the *Plan Administrator* to any current or potential Participant, beneficiary, or *network provider* upon request.

The manner in which these restrictions apply to the Plan will be determined by the *Plan Administrator* in its sole discretion in light of applicable regulations and other guidance.

Further, the Plan will comply with the obligations imposed by the Consolidated Appropriations Act, (“Appropriations Act”), Amendment to MHPAEA. The law requires the Plan to provide the following information regarding NQTLs to the Department of Labor, Health and Human Services, and the Treasury upon request:

1. The specific plan or coverage terms or other relevant terms regarding the NQTLs and a description of all MH/SUD and medical or surgical benefits to which each such term applies in each respective benefits classification;
2. The factors used to determine that the NQTLs will apply to MH/SUD benefits and medical or surgical benefits;
3. The evidentiary standards used for the factors identified, when applicable, provided that every factor shall be defined, and any other source or evidence relied upon to design and apply the NQTLs to MH/SUD benefits and medical or surgical benefits;
4. The comparative analyses demonstrating that the processes, strategies, evidentiary standards, and other factors used to apply the NQTLs to MH/SUD benefits, as written and in operation, are comparable to, and are applied no more stringently than, the processes, strategies, evidentiary standards, and other factors used to apply the NQTLs to medical/surgical benefits in the benefits classification; and
5. The specific findings and conclusions reached by the plan or issuer, including any results of the analyses that indicate that the plan or coverage is or is not in compliance with the MHPAEA requirements.

Newborns’ and Mothers’ Health Protection Act

Under federal law, health insurance issuers generally may not restrict benefits for any *hospital* length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a delivery by cesarean section. However, the issuer may pay for a shorter stay if the attending *provider* (e. g., your *physician*, nurse, midwife, or physician assistant), after consultation with the mother, discharges the mother or newborn earlier. These rights are provided through the Newborns’ and Mothers’ Health Protection Act of 1996, a federal law.

Also, under federal law, issuers may not set the level of benefits or out-of-pocket costs so that any later portion of the 48-hour (or 96-hour) *hospital* stay is treated in a manner less favorable to the mother or newborn than any earlier portion of the stay.

An issuer also may not, under federal law, require that a *physician* or other health care *provider* obtain authorization for prescribing a length of stay of up to 48 hours (or 96 hours). However, to use certain *providers* or facilities, or to reduce your *out-of-pocket* costs, you may be required to obtain Pre-certification. For information on Pre-certification, contact Anthem Member Services at 855-285-4212.

Patient Protection and Affordable Care Act (PPACA)

No Lifetime or Annual Limits. The Plan does not impose a lifetime or annual limit on the dollar value of essential health benefits provided. Essential health benefits are health-related items and services that fall into ten categories, as defined in PPACA §1302 and further determined by the Secretary of Health and Human Services. For purposes of determining whether a benefit or service is an Essential Health Benefit for purposes of permissible annual or lifetime limits and *cost sharing* limits (see below) under PPACA, the Plan has chosen the State of Utah as its benchmark state.

No Rescission of Coverage. The Plan will not cancel or discontinue medical benefits with a retroactive effect with respect to you or your covered dependents except in the event of fraud, intentional misrepresentation, nonpayment of *premiums*, etc.

No Pre-Existing Condition Exclusion. The Plan will not impose a pre-existing condition exclusion on medical benefits.

No Cost Sharing on Recommended Preventive Care. The medical benefits under the Plan will not require participant cost-sharing on recommended Preventive Care provided by network *providers*. Preventive Care services covered in-network at 100% will be reviewed annually and updated prospectively to comply with recommendations of:

- The United States Preventive Care Task Force.
- The Advisory Committee on Immunization Practices that have been adopted by the Director of the Centers for Disease Control and Prevention; and
- The Comprehensive Guidelines supported by the Health Resources and Services Administration.

Coverage of Clinical Trials. Medical benefits under the Plan shall not deny participation in an *approved clinical trial* for which a covered person is a “qualified individual” with respect to the treatment of cancer or another life-threatening disease or condition, or deny (or limit or impose additional conditions on) the coverage of routine patient costs for drugs, devices, medical treatment, or procedures provided or performed in connection with participation in such an *approved clinical trial*. A covered person participating in such an *approved clinical trial* will not be discriminated against on the basis of his or her participation in the *approved clinical trial*. For purposes of this provision, the terms “qualified individual,” “life threatening disease or condition,” “*approved clinical trial*” and “routine patient costs” shall have the same meaning as found in Section 2709 of the Public Health Services Act.

Clinical Trials. Benefits include coverage for services, such as routine patient care costs, given to you as a participant in an *approved clinical trial* if the services are *covered services* under this plan. An “*approved clinical trial*” means a phase I, phase II, phase III, or phase IV clinical trial that studies the prevention, detection, or treatment of cancer or other life-threatening conditions. The term life-threatening condition means any disease or condition from which death is likely unless the disease or condition is treated.

Benefits are limited to the following trials:

- Federally funded trials approved or funded by one of the following:
 - The National Institutes of Health.
 - The Centers for Disease Control and Prevention.
 - The Agency for Health Care Research and Quality.

- The Centers for *Medicare & Medicaid Services*.
- Cooperative group or center of any of the entities described in (a) through (d) or the Department of Defense or the Department of Veterans Affairs.
- A qualified non-governmental research entity identified in the guidelines issued by the National Institutes of Health for center support grants.
- Any of the following in i-iii below if the study or investigation has been reviewed and approved through a system of peer review that the Secretary of Health and Human Services determines 1) to be comparable to the system of peer review of studies and investigations used by the National Institutes of Health, and assures unbiased review of the highest scientific standards by qualified individuals who have no interest in the outcome of the review.
 - The Department of Veterans Affairs.
 - The Department of Defense.
 - The Department of Energy.
- Studies or investigations done as part of an investigational new drug application reviewed by the Food and Drug Administration.
- Studies or investigations done for drug trials which are exempt from the investigational new drug application.

Your Plan may require You to use a *network provider* to maximize Your benefits.

Routine patient care costs include items, services, and drugs provided to You in connection with an *approved clinical trial* that would otherwise be covered by this Plan.

All other requests for clinical trials services, including requests that are not part of approved clinical trials will be reviewed according to the *claims administrator's* Clinical Coverage Guidelines, related policies and procedures.

Your Plan is not required to provide benefits for the following services. The plan reserves its right to exclude any of the following services:

- The *experimental/Investigative* item, device, or service; or
- Items and services that are provided only to satisfy data collection and analysis needs and that are not used in the direct clinical management of the patient; or
- A service that is clearly inconsistent with widely accepted and established standards of care for a particular diagnosis.
- Any item or service that is paid for, or should have been paid for, by the sponsor of the trial.

Cost Sharing Limits. Medical benefits under the Plan shall comply with the overall cost-sharing limit (i.e., *out-of-pocket maximum*) mandated by PPACA. For purposes of this provision, cost-sharing includes deductibles, co-insurance, co-pays or similar charges, and any other required expenditure that is a qualified medical expense with respect to essential health benefits covered under the Plan. Cost-sharing shall not include *premiums*, balance billing amounts for non-network *providers* or spending for services that are not covered under the Plan. Notwithstanding the foregoing, Assurant reserves the right to maintain bifurcated *out-of-pocket maximums* as permitted by law.

Patient Protections. To the extent applicable, medical benefits under the Plan shall comply with the patient protections regarding choice of health care professionals and Medical Emergency care services under Public Health Services Act § 2719A.

Women's Health and Cancer Rights Act

For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined

in consultation with the attending *physician* and the patient for all stages of reconstruction of the breast on which the mastectomy was performed; surgery and reconstruction of the other breast to produce a symmetrical appearance; prostheses; and treatment of physical complications of the mastectomy, including lymphedemas. These rights are provided through the Women’s Health and Cancer Rights Act of 1998 (WHCRA), a federal law.

These benefits will be provided subject to the same deductibles and *coinsurance* applicable to other medical and surgical benefits provided under the medical option that the individual has chosen. For more information on WHCRA benefits, contact the People Experience Center.



Glossary

A

Accidental Injury

Bodily *injury* sustained by a *member* as the result of an unforeseen event and which is the direct cause (independent of disease, bodily infirmity or any other cause) for care which the member receives. Such care must occur while this Plan is in force. It does not include injuries for which benefits are provided under any *workers' compensation*, Employer's liability or similar law.

Ambulance Services

A state-licensed emergency vehicle that carries injured or sick persons to a *hospital*. Services which offer non-emergency, convalescent or invalid care do not meet this definition.

Appropriate Medical Plan

An appropriate plan to arrive at a more accurate or more supported diagnosis of your medical condition(s) or an appropriate plan of treatment of your medical conditions(s) or both.

Approved Clinical Trial

An *approved clinical trial* means a phase I, phase II, phase III or phase IV clinical trial that studies the prevention, detection or treatment of cancer or other life-threatening condition. The term life-threatening condition means any disease or condition from which death is likely unless the disease or condition is treated. Benefits are limited to the following trials:

- Federally funded trials approved or funded by one of the following:
 - The National Institutes of Health.
 - The Centers for Disease Control and Prevention.
 - The Agency for Health Care Research and Quality.
 - The Centers for *Medicare* & Medicaid Services.
 - Cooperative group or center of any of the four above entities or the Department of Defense or the Department of Veterans Affairs.
 - A qualified non-governmental research entity identified in the guidelines issued by the National Institutes of Health for center support grants.
 - Any of the following if the study or investigation has been reviewed and approved through a system of peer review that the Secretary determines a) to be comparable to the system of peer review of studies and investigation used by the National Institutes of Health and b) assures unbiased review of the highest scientific standards by:
 - The Department of Veterans Affairs.
 - The Department of Defense.
 - The Department of Energy.
- Studies or investigation done as part of an investigational new drug application reviewed by the Food and Drug Administration.
- Studies or investigations done for drug trials which are exempt from the investigation new drug application.

Routine patient care costs include items, services and drugs provided to you in connection with an *approved clinical trial* that would otherwise be covered by this Plan.

All other requests for clinical trials services, including requests that are not part of *approved clinical trials* will be reviewed according to Anthem's clinical coverage guidelines, related policies and procedures.

Audiologist

A person who is:

- Legally qualified in audiology; or
- Holds a certificate of Clinical Competence in Audiology from the American Speech and Hearing Association (in the absence of any applicable licensing requirements); and
- Performs the exam at the written direction of a legally qualified otolaryngologist or otologist.

Authorized Service(s)

A *covered services* rendered by any Provider other than a Network Provider, which has been authorized in advance (except for Emergency Care which may be authorized after the service is rendered) by the *claims administrator* to be paid at the Network level. The Member may be responsible for the difference between the Out-of-Network Provider's charge and the Maximum Allowed Amount, in addition to any applicable Network *coinsurance*, *copayment* or Deductible unless your claim is a Surprise Billing Claim. For more information, see the Claims Payment section as well as the Consolidated Appropriations Act of 2021 Notice section at the front of this Benefit Booklet.

B

Base Pay

Your salary on the day before you become *disabled*. It does not include bonuses, overtime, benefits, short or Long-Term incentive compensation or any other types of compensation.

For sales employees, *base pay* also includes bonuses, commissions and incentives paid during the calendar year prior to the start of your disability. Sale bonuses, commissions and incentives are updated once per year. If you're a sales person with less than one year of service, *base pay* includes sale bonuses, commissions and incentives guaranteed in a first-year agreement.

Behavioral Health Care

Includes services for Mental Health Disorders and Substance Abuse. *Behavioral Health* and Substance Abuse are conditions that are listed in the current edition of the Diagnostic and Statistical Manual of Mental Health Disorders (DSM) as a mental health or substance abuse condition.

Blue Distinction Bariatric Surgery providers

- Blue Distinction Center (BDC) Facility: Blue Distinction facilities have met or exceeded national quality standards for care delivery (quality only).
- Blue Distinction Center+ (BDC+) Facility: Blue Distinction+ facilities have met or exceeded national quality standards for care delivery AND have demonstrated that they operate more efficiently (quality and cost).
- Designated *Bariatric Surgery Provider*: A provider who has achieved designation as a Blue Distinction Center+ or Blue Distinction Center for *Bariatric Surgery* Procedures.

Breast Reconstructive Surgery

Covered services are provided following a mastectomy for reconstruction of the breast on which the mastectomy was performed, surgery and reconstruction of the other breast to produce a symmetrical appearance and prostheses and treatment of physical complications, including lymphedemas.

C

Centers of Medical Excellence (CME) Transplant Providers:

- Blue Distinction Center Facility: Blue Distinction Facilities have met or exceeded national quality standards for care delivery.
- *Centers of Medical Excellence (CME): Centers of Medical Excellence* Facilities have met or exceeded quality standards for care delivery.
- Network Transplant Provider: Providers who have achieved designation as a *Centers of Medical Excellence* for Transplant and/or Blue Distinction Centers + or Blue Distinction Centers for Transplant. The Provider has entered into a Transplant Provider Agreement to give *covered transplant procedures* to You and take care of certain administrative duties for the Transplant Network. A Provider may be a Network Transplant Provider for certain *covered transplant procedures or all covered transplant procedures*.

A network of health care professionals contracted with the *claims administrator* or one or more of its affiliates, to provide transplant or other designated specialty services.

Claims Administrator

The company Assurant chose to administer its health benefits. Anthem Insurance Companies, Inc. was chosen to administer the Plan. The *claims administrator* provides administrative claims payment and medical review services only and does not assume any financial risk or obligation with respect to claims.

COBRA Administrator

The *COBRA Administrator* for the Assurant Health and Welfare Plan is Anthem.

Coinsurance

If a *member's* coverage is limited to a certain percentage, for example 80%, then the remaining 20% for which the *member* is responsible is the *coinsurance amount*. The *coinsurance* may be capped by the *out-of-pocket maximum*.

Concurrent/Continued Stay Review

A request for pre-certification or pre-determination that is conducted during the course of treatment or admission.

Copayment

A fixed amount (for example, \$15) you pay for a covered health care service, usually when you receive the service (sometimes called “copay”). The amount can vary by the type of covered health care service.

Cosmetic Surgery

Any non-*medically necessary* surgery or procedure, the primary purpose of which is to improve or change the appearance of any portion of the body, but which does not restore bodily function, correct a disease state, physical appearance or disfigurement caused by an accident, birth defect, or correct or naturally improve a physiological function. *Cosmetic surgery* includes but is not limited to rhinoplasty, lipectomy, surgery for sagging or extra skin, any augmentation or reduction procedures (e.g., mammoplasty, liposuction, keloids, rhinoplasty and associated surgery) or treatment relating to the consequences or as a result of *cosmetic surgery*.

Covered Services

Medically necessary health care services and supplies that are: (a) defined as *covered services* in the *member's* Plan, (b) not excluded under such Plan, (c) not *experimental/investigative* and (d) provided in accordance with such Plan.

Covered Transplant Procedure

Any *medically necessary* human organ and stem cell/bone marrow transplants and transfusions as determined by the *claims administrator* including necessary acquisition procedures, collection and storage, and including *medically necessary* preparatory myeloablative therapy.

Custodial Care

Any type of care, including room and board, that (a) does not require the skills of professional or technical personnel; (b) is not furnished by or under the supervision of such personnel or does not otherwise meet the requirements of post-*hospital skilled nursing facility* care; (c) is a level such that the *member* has reached the maximum level of physical or mental function and is not likely to make further significant improvement. *Custodial care* includes, but is not limited to, any type of care the primary purpose of which is to attend to the *member's* activities of daily living which do not entail or require the continuing attention of trained medical or paramedical personnel. Examples of *custodial care* include, but are not limited to, assistance in walking, getting in and out of bed, bathing, dressing, feeding, using the toilet, changes of dressings of non-infected, post-operative or chronic conditions, preparation of special diets, supervision of medication that can be self-administered by the *member*, general maintenance care of colostomy or ileostomy, routine services to maintain other services which, in the sole determination of the Plan, can be safely and adequately self-administered or performed by the average non-medical person without the direct supervision of trained medical and paramedical personnel, regardless of who actually provides the service, residential care and adult day care, protective and supportive care including educational services, rest care and convalescent care.

D**Dentist**

An individual who is licensed to practice dentistry and is acting within the scope of that license in treating the dental condition.

Detoxification (Detox)

The process whereby an alcohol or drug intoxicated or alcohol or drug dependent person is assisted, in a facility licensed by the appropriate regulatory authority, through the period of time necessary to eliminate, by metabolic or other means, the intoxicating alcohol or drug, alcohol or drug dependent factors or alcohol in combination with drugs as determined by a licensed *physician*, while keeping the physiological risk to the patient to a minimum.

Developmental Delay

The statistical variation, as defined by standardized, validated developmental *screening* tests, such as the Denver Developmental Screening Test, in reaching age appropriate verbal/growth/motor skill developmental milestones when there is no apparent medical or psychological problem. It alone does not constitute an illness or an *injury*.

Diagnostic Test

Tests to figure out what your health problem is. For example, an x-ray can be a *diagnostic* test to see if you have a broken bone

Durable Medical Equipment (DME)

Equipment which is (a) made to withstand repeated use; (b) manufactured solely to serve a medical purpose; (c) not merely for comfort or convenience; (d) not normally of use to persons who do not have a disease or injury; (e) ordered by a *physician* (f) related to the *member's* physical disorder.

The *physician* must certify in writing the *medical necessity* for the equipment. The *physician* also states the length of time the equipment will be required. The Plan may require proof at any time of the continuing *medical necessity* of any item.

Disabled

Either physically or mentally incapable of self-care. The *disabled* person must have the same principle residence as you.

E

Essential Absence Days

Essential Absence Days (EADs) was the term legacy Assurant used for its occasional sick day/absences practice prior to Jan. 1, 2008. Earned but unused EADs, up to a maximum of 30, were “banked” for future use. Employees who had banked EADs on Dec. 31, 2007 can use this time in lieu of PTO in certain situations.

EADs have no cash value and are not paid out upon termination of employment.

Education Expenses

In your *rehabilitation plan* the reasonable costs you incur which are required for your education or training to return to work. These costs may include the cost of tuition, books, computers and other equipment. In your *spouse's rehabilitation plan*, education expense means the reasonable costs your *spouse* incurs which are required for your *spouse's* education or training. These cost may include the cost of tuition, books, computers and other equipment.

Emergency Medical Condition

A medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in one of the following conditions:

- Placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy.
- Serious impairment to bodily functions; or
- Serious dysfunction of any bodily organ or part.

Experimental/Investigative

Any drug, biologic, device, diagnostic, product, equipment, procedure, treatment, service, or supply used in or directly related to the diagnosis, evaluation, or treatment of a disease, *injury*, illness, or other health condition which the *claims administrator* determines to be unproven.

The *claims administrator* will deem any drug, biologic, device, diagnostic, product, equipment, procedure, treatment, service, or supply to be *experimental/investigative* if the *claims administrator*, determines that one or more of the following criteria apply when the service is rendered with respect to the use for which benefits are sought. The drug, biologic, device, diagnostic, product, equipment, procedure, treatment, service, or supply:

- Cannot be legally marketed in the United States without the final approval of the Food and Drug Administration (FDA), or other licensing or regulatory agency, and such final approval has not been granted.
- Has been determined by the FDA to be contraindicated for the specific use.
- Is subject to review and approval of an Institutional Review Board (IRB) or other body serving a similar function; or

- Is provided pursuant to informed consent documents that describe the drug, biologic, device, diagnostic, product, equipment, procedure, treatment, service, or supply as *experimental/investigative*, or otherwise indicate that the safety, toxicity, or efficacy of the drug, biologic, device, diagnostic, product, equipment, procedure, treatment, service, or supply is under evaluation.

Any service not deemed *experimental/investigative* based on the criteria above may still be deemed *experimental/investigative* by the *claims administrator*. In determining whether a service is *experimental/investigative*, the *claims administrator* will consider the information described below and assess whether:

- The scientific evidence is conclusory concerning the effect of the service on health outcomes.
- The evidence demonstrates the service improves net health outcomes of the total population for whom the service might be proposed by producing beneficial effects that outweigh any harmful effects.
- The evidence demonstrates the service has been shown to be as beneficial for the total population for whom the service might be proposed as any established alternatives; and
- The evidence demonstrates the service has been shown to improve the net health outcomes of the total population for whom the service might be proposed under the usual conditions of medical practice outside clinical investigatory settings.

The information considered or evaluated by the *claims administrator* to determine whether a drug, biologic, device, diagnostic, product, equipment, procedure, treatment, service, or supply is *experimental/investigative* under the above criteria may include one or more items from the following list which is not all inclusive:

- Published authoritative, peer-reviewed medical or scientific literature, or the absence thereof.
- Evaluations of national medical associations, consensus panels, and other technology evaluation bodies.
- Documents issued by and/or filed with the FDA or other federal, state or local agency with the authority to approve, regulate, or investigate the use of the drug, biologic, device, diagnostic, product, equipment, procedure, treatment, service, or supply.
- Documents of an Institutional Review Board (IRB) or other similar body performing substantially the same function.
- Consent document(s) and/or the written protocol(s) used by the treating *physicians*, other medical professionals, or facilities or by other treating *physicians*, other medical professionals or facilities studying substantially the same drug, biologic, device, diagnostic, product, equipment, procedure, treatment, service, or supply.
- Medical records; or
- The opinions of consulting *providers* and other experts in the field.

The *claims administrator* has the sole authority and discretion to identify and weigh all information and determine all questions pertaining to whether a drug, biologic, device, diagnostic, product, equipment, procedure, treatment, service, or supply is *experimental/investigative*.

F

Family Care Expense

The amount you spend for care of a family member in order for you to be retrained under a *rehabilitation plan*. To qualify:

- Your family member must be under age 13 or be physically or mentally incapable for caring for him or herself.
- Your family member must be dependent on you for support and maintenance; and
- The person who cares for your family member cannot be a relative.

Not more than \$350 per family member per month will be included. A pro-rated amount will apply to any period shorter than a month.

Freestanding Ambulatory Facility

A facility, with a staff of *physicians*, at which surgical procedures are performed on an Outpatient basis—no patients stay overnight. The facility offers continuous service by both *physicians* and registered nurses (R.N.s). It must be licensed by the appropriate agency. A *physician's* office does not qualify as a *freestanding ambulatory facility*.

Full-time Student

An individual who, during five calendar months from January through December, is enrolled as a student for the number of course hours considered to be a full-time course of study at an educational organization. The enrollment for five calendar months need not be consecutive.

G

Generic Drug

Generic drugs must have the same active ingredients as the original brand name drug.

Government Plan

The United States Social Security Act, the Railroad Retirement Act, the Canadian Pension Plan, similar plans provided under the laws of other nations and any plan provided under the laws of a state, province or other political subdivision. It also includes any public employee *retirement plan* or any teachers' employment *retirement plan* or any plan provided as an alternative to any of the above acts or plans. It does not include any Workers' Compensation Act or similar law or the Maritime Doctrine of Maintenance, Wages or Cure.

H

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

A federal law that protects the privacy and security of your personal health information and prohibits health plans from discriminating against participants with regard to eligibility or *premiums* based on a health status-related factor.

Home Health Care

Care, by a licensed program or *provider*, for the treatment of a patient in the patient's home, consisting of required intermittent skilled care, which may include observation, evaluation, teaching and nursing services consistent with the diagnosis, established and approved in writing by the patient's attending *physician*.

Home Health Care Agency

A *provider* who renders care through a program for the treatment of a patient in the patient's home, consisting of required intermittent skilled care, which may include observation, evaluation, teaching and nursing services consistent with the diagnosis, established and approved in writing by the patient's attending *physician*. It must be licensed by the appropriate agency.

Hospice

A *provider* which provides care for terminally ill patients and their families, either directly or on a consulting basis with the patient's *physician*. It must be licensed by the appropriate agency.

Hospice Care Program

A coordinated, interdisciplinary program designed to meet the special physical, psychological, spiritual and social needs of the terminally ill *member* and his or her covered family *members*, by providing palliative and supportive medical, nursing and other services through at-home or *inpatient* care. The *hospice* must be

licensed by the appropriate agency and must be funded as a *hospice* as defined by those laws. It must provide a program of treatment for at least two unrelated individuals who have been medically diagnosed as having no reasonable prospect of cure for their illnesses.

Hospital

An institution licensed by the appropriate agency, which is primarily engaged in providing diagnostic and therapeutic facilities on an *inpatient* basis for the surgical and medical diagnosis, treatment and care of injured and sick persons by or under the supervision of a staff of *physicians* duly licensed to practice medicine, and which continuously provides 24-hour-a-day nursing services by registered graduate nurses physically present and on duty. “*hospital*” does not mean other than incidentally:

- An extended care facility; nursing home; place for rest; facility for care of the aged.
- A custodial or domiciliary institution which has as its primary purpose the furnishing of food, shelter, training or non-medical personal services; or
- An institution for exceptional or *disabled* children.

Hospital Confined and Hospital Confinement

A 24-hour-a-day stay in a hospital.

I

Ineligible Hospital

A facility that is not a state- recognized medical hospital

Ineligible provider

A *provider* that does not meet the minimum requirements to become a contracted *provider* with Anthem Blue Cross and Blue Shield.

Indexed Basic Monthly Earnings

Bodily harm from a non-occupational accident.

Injury

Bodily harm from a non-occupational accident.

Inpatient

A *member* who is treated as a registered bed patient in a *hospital* and for whom a room and board charge is made.

Intensive Care Unit

A special unit of a *hospital* that: (1) treats patients with serious illnesses or Injuries; (2) can provide special life-saving methods and equipment; (3) admits patients without regard to prognosis; and (4) provides constant observation of patients by a specially trained nursing staff.

M

Maternity Care

Obstetrical care received both before and after the delivery of a child or children. It also includes care for miscarriage or abortion. It includes regular nursery care for a newborn infant as long as the mother’s *hospital* stay is a covered benefit and the newborn infant is an eligible *member* under the Plan.

maximum allowed amount

The *maximum allowed amount* for this Plan is the maximum amount of reimbursement Anthem will allow for services and supplies that:

- Meet Anthem’s definition of *covered services*, to the extent such services and supplies are covered under the Plan and are not excluded.
- Are *medically necessary*; and
- Are provided in accordance with all applicable preauthorization, utilization management or other requirements set forth in the Plan.

You’ll be required to pay a portion of the *maximum allowed amount* to the extent you have not met your *deductible* or have *coinsurance*. In addition, when you receive *covered services* from an *out-of-network provider*, you may be responsible for paying any difference between the *maximum allowed amount* and the *provider’s* actual charges. This amount can be significant.

When you receive *covered services* from a *provider*, the *claims administrator* will, to the extent applicable, apply claim processing rules to the claim submitted for those *covered services*. These rules evaluate the claim information and, among other things, determine the accuracy and appropriateness of the procedure and diagnosis codes included in the claim. Applying these rules may affect *claims administrator’s* determination of the *maximum allowed amount*. The *claims administrator’s* application of these rules does not mean that the *covered services* you received were not *medically necessary*. It means that the *claims administrator* has determined that the claim was submitted inconsistent with procedure coding rules and/or reimbursement policies. For example, your *provider* may have submitted the claim using several procedure codes when there is a single procedure code that includes all of the procedures that were performed. When this occurs, the *maximum allowed amount* will be based on the single procedure code rather than a separate *maximum allowed amount* for each billed code.

Likewise, when multiple procedures are performed on the same day by the same *physician* or other healthcare professional, the Plan may reduce the *maximum allowed amounts* for those secondary and subsequent procedures because reimbursement at 100% of the *maximum allowed amount* for those procedures would represent duplicative payment for components of the primary procedure that may be considered incidental or inclusive.

medical necessity or medically necessary or Dentally Necessary

An intervention that is or will be provided for the diagnosis, evaluation and treatment of a condition, illness, disease or *injury* and that is determined by the *claims administrator* to be:

- Medically appropriate for and consistent with the symptoms and proper diagnosis or treatment of the *member’s* condition, illness, disease or injury.
- Obtained from a *provider*.
- Provided in accordance with applicable medical and/or professional standards.
- Known to be effective, as proven by scientific evidence, in materially improving health outcomes.
- The most appropriate supply, setting or level of service that can safely be provided to the *member* and which cannot be omitted consistent with recognized professional standards of care (which, in the case of hospitalization, also means that safe and adequate care could not be obtained in a less comprehensive setting).
- Cost-effective compared to alternative interventions, including no intervention. Cost effective does not always mean lowest cost. It does mean that as to the diagnosis or treatment of the *member’s* illness, *injury* or disease, the service is: (1) not more costly than an alternative service or sequence of services that is medically appropriate, or (2) the service is performed in the least costly setting that is medically appropriate.
- Not *experimental/investigative*.
- Not primarily for the convenience of the *member*, the *member’s* family or the *provider*.
- Not otherwise subject to exclusion under this Summary Plan Description.

The fact that a *provider* may prescribe, order, recommend, or approve care, treatment, services or supplies does not, of itself, make such care, treatment, services or supplies *medically necessary* or a *covered service* and does not guarantee payment.

Medicare

A federal *government plan* paying certain *hospital* and medical expenses for those who qualify, primarily those over age 65 or *disabled*.

Member

Individuals, including you and your eligible dependents, who have satisfied the Plan eligibility requirements, applied for coverage and been enrolled for Plan benefits.

Mental Illness

A mental disorder listed in the current edition of the Diagnostic and Statistical Manual of Mental Disorders, as published by the American Psychiatric Association. A *mental illness*, as so defined, may be related to or be caused by physical or biological factors, or result in physical symptoms or expressions. For the purposes of this policy, *mental illness* does not include any mental disorder listed within any of the following categories found in the Diagnostic and Statistical Manual of Mental Disorders, as published by the American Psychiatric Association:

- Intellectual impairment.
- Motor skills disorder.
- Pervasive developmental disorders.
- Delirium, dementia and amnesic and other cognitive disorders.
- Schizophrenia; and
- Narcolepsy, obstructive sleep apnea and sleep disorder due to a general medical condition.

Monthly Payment Limit

80% of monthly *plan pay*.

Moving Expenses

The costs you incur to move more than 35 miles so that you can attend school or accept gainful work. In a *spouse's rehabilitation plan*, the costs are those incurred by the family so that the *spouse* can attend school or accept gainful work.

Multi-source Drug

A drug marketed or sold by two or more manufacturers or labelers. Multi-source medicines refer to products from different manufacturers (including the innovator) that have the same active ingredient at the same strength and in the same dose form and are A-rated to each other.

N

Nationally Recognized Authorities

The American Medical Association (AMA), the AMA Board of Medical Specialties, the American College of *Physicians* and Surgeons, the Food and Drug Administration, the Centers for Disease Control, the Office of Technology Assessment, the National Institutes of Health, the Health Care Finance Administration, the Agency for Health Care Policy and Research, the Department of Health and Human Services, the National Cancer Institute, the American Psychiatric Association and any additional organization MetLife chooses that attain similar status.

network provider

A *physician*, health professional, *hospital*, *pharmacy*, or other individual, organization and/or facility that has entered into a contract, either directly or indirectly, with the *claims administrator* to provide *covered services* to *members* through negotiated reimbursement arrangements. For Georgia, Florida, Missouri and Wisconsin residents, only *providers* in Anthem's Alternate Network are *network providers*.

Network Transplant provider

A *provider* that has been designated as a *center of excellence* for transplants by the *claims administrator* and/or a *provider* selected to participate as a *network transplant provider* by a designee of the *Claims Administrator*. Such *provider* has entered into a *transplant provider agreement* to render *covered transplant procedures* and certain administrative functions to you for the transplant network. A *provider* may be a *network transplant provider* with respect to:

- Certain *covered transplant procedures*; or
- All *covered transplant procedures*.

Non-covered services

Services that are not benefits specifically provided under the Plan, are excluded by the Plan, are provided by an *ineligible provider*, or are otherwise not eligible to be *covered services*, whether or not they are *medically necessary*.

Non-preferred Brand Drug

Brand name drugs not listed on the CVS Caremark formulary/covered drug list.

Normal Retirement Age

Your normal retirement age according to the Social Security Administration (www.ssa.gov).

O**out-of-network provider**

A *provider*, including but not limited to, a *hospital*, *freestanding ambulatory facility*, *physician*, *skilled nursing facility*, *hospice*, *home health care agency*, other medical practitioner or *provider* of medical services or supplies, that does not have an agreement or contract with the *claims administrator* to provide services to its *members* at the time services are rendered.

Benefit payments and other provisions of this Plan are limited when a *member* uses the services of *out-of-network providers*. For Georgia, Florida, Missouri and Wisconsin residents, only POS *providers* are *network providers*.

out-of-Pocket Maximum

The maximum amount of a *member's coinsurance* payments during a given Plan year. When the *out-of-pocket maximum* is reached, the level of benefits is increased to 100% of the *maximum allowed amount* for *covered services* for the remainder of the calendar year.

Over-the-counter (OTC)

Drugs for which a doctor's prescription is not required.

P**Physical Therapy**

The care of disease or *injury* by such methods as massage, hydrotherapy, heat, or similar care.

Physician

Any licensed Doctor of Medicine (M.D.) legally entitled to practice medicine and perform surgery, any licensed Doctor of Osteopathy (D.O.) legally licensed to perform the duties of a D.O., any licensed Doctor of Podiatric Medicine (D.P.M.) legally entitled to practice podiatry, and any licensed Doctor of Dental Surgery (D.D.S.) legally entitled to perform oral surgery; Optometrists and Clinical Psychologists (PhD) are also *physicians* when acting within the scope of their licenses, and when rendering services covered under this Plan.

Plan Administrator

The *plan administrator* for the Assurant Health and Welfare Plan is the Assurant, Inc. Benefit Plans Committee.

Period of Disability

The period of time that you're determined to be *disabled* in accordance with the Short-Term Disability and/or Long-Term Disability Plan.

Plan Pay

For non-sales employees, *Plan Pay* is equal to your annual *base pay* plus target short-term incentive (STIP) bonus, if any, in effect as of the last day of active work.

For sales employees with more than one year of service, the *Plan Pay* also includes any sales bonuses/commissions that were paid in the prior calendar year. For sales employees with less than 1 year of service, the *Plan Pay* includes any sales bonuses/commissions that were guaranteed to be paid in the first-year agreement.

Plan Pay is updated once each year, on April 1, and does not include overtime, long-term incentive compensation or any other form of pay you may be entitled to receive.

Prior Authorization

The process applied to certain drugs and/or therapeutic categories to define and/or limit the conditions under which these drugs will be covered. The drugs and criteria for coverage are defined by the CVS Caremark Pharmacy and Therapeutics Committee.

provider

A duly licensed person or facility that provides services within the scope of an applicable license and is a person or facility that the Plan approves. This includes any *provider* rendering services which are required by applicable state law to be covered when rendered by such *provider*. *Providers* that deliver *covered services* are described throughout this Summary Plan Description. If you have a question if a *provider* is covered, please call the number on the back of your I.D. card.

Q**Qualified Medical Child Support Order (QMCSO) or Medical Child Support Order (MCSO)**

A QMCSO creates or recognizes the right of a child who is recognized under the order as having a right to be enrolled under the health benefit plan to receive benefits for which the employee is entitled under the plan; and includes the name and last known address of the employee and each such child, a reasonable description of the type of coverage to be provided by the plan, the period for which coverage must be provided and each plan to which the order applies.

An *MCSO* is any court judgment, decree or order (including a court's approval of a domestic relations settlement agreement) that:

- Provides for child support payment related to health benefits with respect to the child of a *member* or requires health benefit coverage of such child in such plan, and is ordered under state domestic

relations law; or

- Enforces a state law relating to medical child support payment with respect to a group health plan.

Qualified Dental Professional

Any of the following professionals who are licensed and acting within the scope of their licenses:

- *Dentists* (D.D.S. or D.M.D.).
- Denturists.
- Dental hygienists.

Qualified dental professional does not include an immediate family member or an employee of the Assurant. Immediate family members include your *spouse*, domestic partner, parents, children, brothers, sisters, any-one who resides in your home, your *spouse's* or domestic partner's parents, children and siblings.

Qualifying Period

The length of time during a *period of disability* that you must be *disabled* before benefits are payable.

R

Rehabilitation Plan

A written statement, developed by Lincoln Financial which describes:

- The vocational rehabilitation goals for you.
- Lincoln Financial's responsibilities, your responsibilities and the responsibilities of any other parties to the plan; and
- The timing of the implementation and expected completion of the plan, to the extent that it can be established, assuming your full cooperation.

The *rehabilitation plan* will be designed to enable you to return to work in a gainful occupation.

A *spouse's rehabilitation plan* is a written agreement between you, your *spouse* and Lincoln Financial in which, at your request, Lincoln Financial agrees to provide, arrange or authorize appropriate vocational or physical rehabilitation services.

Rehire date

The date on which an eligible employee is reemployed by Assurant.

Residential Treatment Center/Facility

A *Provider* licensed and operated as required by law, which includes:

- Room, board and *skilled nursing care* (either an RN or LVN/LPN) available on-site at least eight hours daily with 24-hour availability.
- A staff with one or more Doctors available at all times.
- Residential treatment takes place in a structured facility-based setting.
- The resources and programming to adequately diagnose, care and treat a psychiatric and/or substance use disorder.
- Facilities are designated residential, subacute, or intermediate care and may occur in care systems that provide multiple levels of care.
- Is fully accredited by The Joint Commission (TJC), the Commission on Accreditation of Rehabilitation Facilities (CARF), the National Integrated Accreditation for Healthcare Organizations (NIAHO), or the Council on Accreditation (COA).

The term *Residential Treatment Center/Facility* does not include a *provider*, or that part of a *provider*, used

mainly for:

- Nursing care.
- Rest care.
- Convalescent care.
- Care of the aged.
- *Custodial Care*.
- Educational care.

Retail Health Clinic

A facility that provides limited basic medical care services to *members* on a “walk-in” basis. These clinics normally operate in major pharmacies or retail stores. Medical services are typically provided by *physician* assistants and nurse practitioners. Services are limited to routine care and treatment of common illnesses for adults and children.

Retirement Plan

A formal or informal *retirement plan*, whether or not under an insurance or annuity contract. It does not include:

- A plan you pay for entirely.
- A qualified profit-sharing plan.
- A thrift plan.
- An individual retirement account (IRA).
- A tax-sheltered annuity (TSA).
- A *government plan*; or
- A plan that qualifies under Internal Revenue Service Code 401(k).

S

SSA Representative

Persons or organizations which specialize in assisting people to obtain disability benefits under the United State Social Security Act. If you appoint an *SSA representative* and they agree you’re a good candidate, they will help you pursue your *Social Security* claim.

Semi-private Room

A *hospital* room that contains two or more beds.

Severance Agreement

An agreement between an eligible employee and an Assurant business unit that includes a waiver of all claims that the eligible employee might have against Assurant, a business unit, the *plan administrator*, and any other parties designated in the *severance agreement*. Signing a *severance agreement* is a condition for receipt of severance benefits.

Severance Date

The date specified by Assurant as the last day worked by an eligible employee.

Single Source Drug

A drug marketed or sold by only one manufacturer or labeler.

Skilled Nursing Care

Care required, while recovering from an illness or *injury*, which is received in a *skilled nursing facility*. This care requires a level of care or services less than that in a *hospital*, but more than could be given at the

patient's home or in a nursing home not certified as a *skilled nursing facility*.

Skilled Nursing Facility

An institution operated alone or with a *hospital* which gives care after a *member* leaves the *hospital* for a condition requiring more care than can be rendered at home. It must be licensed by the appropriate agency and accredited by the Joint Commission on Accreditation of Health Care Organizations or the Bureau of *Hospitals* of the American Osteopathic Association, or otherwise determined by the *claims administrator* to meet the reasonable standards applied by any of the aforesaid authorities.

Specialist (Specialty Care Physician \ provider or SCP)

A *Specialist* is a *Doctor* who focuses on a *specific area of medicine or group of patients to diagnose, manage, prevent, or treat certain types of symptoms and conditions*. A *non-Physician Specialist* is a *Provider* who has added training in a *specific area of health care*.

Specialty Drugs

Drugs that meet a minimum of two of the following characteristics:

- Produced through DNA technology or biological processes.
- Targets a chronic and complex disease.
- Route of administration could be inhaled, infused or injected.
- Unique handling, distribution and /or administration requirements.

and/or

Must require a customized medical management program that includes medication use review, patient training, coordination of care and adherence management for successful use such that more frequent monitoring and training may be required.

If you're utilizing a specialty Drug, our goal is to provide you with access to the most clinically appropriate therapy to meet your treatment needs. These Drugs are used to treat complicated and chronic conditions, such as cancer, rheumatoid arthritis, multiple sclerosis and other diseases. Health issues like these can be challenging to manage and we want to assure that you receive safe, effective treatment.

Providing coverage under the best benefit (pharmacy or medical) is the first step. Specialty medications which you can give to yourself are best managed under the pharmacy benefit. Drugs which require a medical professional to give to you will be provided under your medical benefit.

Anthem also requires pre-certification for certain *specialty Drugs* under the medical benefit. This means that a clinical review is required before the Drug is approved. Pre-certification assures consistent use of effective medications based on our medical policies and treatment guidelines. We also review for correct dose and frequency as well. Your *physician* will contact us for pre-certification and provide us with the clinical information needed for us to review the request.

Our final focus is on the setting in which your treatment may occur. There are multiple options available to you typically selected by your *physician*. Did You know that the outpatient *hospital* setting can be 2-3 times more costly than other sites? Receiving care in a lower cost site which can meet your specific needs can help you and your employer save money and can also possibly provide you with more convenient options in which to receive your Drug treatment. Anthem's site of care program requires that your prescriber provide information on the level of care that you need. You may be redirected to receive your care in your *physician's* office, an infusion center, or from a home infusion *provider* instead of the outpatient *hospital*.

All of these approaches work cohesively together to help you with your medical specialty Drug needs.

Social Security Plan

The United States Social Security Act, the Railroad Retirement Act, the Canadian Pension Plan or any similar

plan provided under the laws of any other nation. It also means any public employee *retirement plan* or teachers' employment *retirement plan* provided as an alternative to rather than a supplement for such plans.

Spouse

The person to whom you're legally married.

Statement of Health (SOH)

Evidence acceptable to MetLife of the good health of a person.

Substantially Similar Employment

A position within Assurant (or buyer/transferee in the case of sale or transfer of any portion of an Assurant business unit) that, in the discretion of the *Plan Administrator*:

- Is of a type for which the eligible employee is, or reasonably can become, qualified by work experience, education and/or training.
- Does not require the eligible employee to relocate or to increase his or her commuting distance to his or her principal office or base by more than 35 miles (for positions that are of a telecommuting nature or are essentially mobile, the mileage does not apply).
- Does not entail a significant loss of management responsibility.
- Provides a total compensation package (exclusive of non-cash benefits but including *base pay* plus applicable incentive compensation plans) that, in the aggregate, is not substantially less than the eligible employee earned on his or her last day of employment with a participating entity; and
- Provides, in the aggregate, substantially similar non-cash employee benefits.

The *Plan Administrator* or its designee has the sole authority to determine whether a position is *substantially similar employment*.

T

Transplant providers

- *Network Transplant Provider* - A Provider that has been designated as a "Center of Excellence" for Transplants by the *claims administrator* and/or a *provider* selected to participate as a Network Transplant Provider by the Blue Cross and Blue Shield Association. Such *provider* has entered into a transplant *provider* agreement to render *covered transplant procedures* and certain administrative functions to you for the transplant network. A *provider* may be a *Network Transplant Provider* with respect to:
 - Certain *Covered Transplant Procedures*; or
 - All *Covered Transplant Procedures*.

U

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

A federal law that protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

Urgent Care

Services received for a sudden, serious, or unexpected *illness, injury* or condition. *Urgent care* is not considered an *emergency*. *Urgent care* is needed right away to relieve pain, find out what is wrong, or treat a health problem that is not life-threatening.

Usual, Customary and Reasonable (UCR)