



Vinfen

2023-24 BENEFITS & WELLNESS GUIDE MASSACHUSETTS EMPLOYEES

TO ENROLL:
617-830-5500, option 1
(code: 6619142)
Or enroll through UKG

Visit the Benefits page of MyVinfen at bit.ly/vinfenbenefits

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Welcome

Vinfen is able to provide quality services to thousands of individuals, families, and communities each year because of your commitment and dedication. Vinfen's Leadership Team understands that without you, we would not be able to provide these services and we are very appreciative. In turn, the Leadership Team is committed to providing you with a comprehensive benefits package.

We are pleased to present the following benefits to eligible employees for Plan Year September 1, 2023 – August 31, 2024 (see page 4 for eligibility details):

- **Medical Insurance (2 plan options):**
 - ✓ Blue Cross Blue Shield \$2,000 Deductible HMO Plan
 - ✓ Blue Cross Blue Shield Tiered HMO Plan
 - ✓ **BOTH PLAN OPTIONS AUTOMATICALLY INCLUDE OUR HEALTH REIMBURSEMENT ARRANGEMENT (HRA) FOR ELIGIBLE EMPLOYEES!**
- **Dental Insurance:**
 - ✓ Blue Cross Blue Shield Essential Dental Plan
 - ✓ Blue Cross Blue Shield Premier Dental Plan
- **Vision Insurance:** EyeMed Vision Insight Plan H
- **Employer-Paid Short Term Disability Insurance (for eligible employees):** New York Life
- **Employer-Paid Long Term Disability Insurance:** New York Life
- **Employer-Paid Basic Life and Accidental Death & Dismemberment Insurance:** New York Life
- **Flexible Spending Accounts (FSAs):**
 - ✓ Voya/Benefit Strategies Health Care & Dependent Care FSAs
 - ✓ Voya/Benefit Strategies Commuter Spending Account
- **Voluntary Benefits:**
 - ✓ Colonial Life Whole Life Insurance
 - ✓ Colonial Life Term Life Insurance
 - ✓ Colonial Life Accident Insurance
 - ✓ Colonial Life Critical Illness Insurance

Please review the instructions for enrollment on page 2 of this booklet. As always, please contact a member of the Human Resources Department if you have questions or concerns. On behalf of the Vinfen team, thank you for all that you do!



Kathy Krysiak
Senior Vice President of Human Resources

How to Enroll in Benefits

There are two ways to enroll in benefits:

1. **Call center:** Speak directly to a benefits counselor by calling (617) 830-5500, option 1, Monday - Friday, 8am – 7pm. **Note that you will need to provide Vinfen's code: 6619142.** Your benefits counselor will answer any questions you have and offer simple, straightforward advice as you evaluate your choices and enroll in benefits.
 2. **Online self enroll through UKG:** UKG contains personalized information about the benefits plans you are enrolled in and the plans available to you. For instructions, see below or review our full Enrollment Instructions at bit.ly/vinfenenrollmentinstructions.
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Online Self Enroll Instructions

1. **Log in to UKG.** On the homepage, find the My Benefits tile and click the “My Benefits >” link at the bottom of the tile.
2. You will see a tile called “Open Enrollment.” Click the “Start” link at the bottom of the tile to begin your Open Enrollment.
3. The first page of the enrollment screen provides you with instructions and links to this Benefits Guide and to a document with full [Enrollment Instructions](#). Be sure to read the instructions carefully before beginning. Once you have read the instructions, click “**Continue**” to move to the next step. As you proceed through the enrollment steps, you will see your progress on the panel on the left side of the screen.
4. Proceed through the steps to enroll, clicking “**Continue**” at the bottom of each page after you have made your selections.
5. On the last page of the enrollment process, you will see a summary of your chosen plan options, including costs. Scroll down to view the summary and review it carefully. Once you have reviewed, click the “**Submit**” button to finalize your enrollment request.

IMPORTANT NOTES:

- *To enroll in Colonial Life Accident, Critical Illness, or Life Insurance plans, you must attend a Benefits Fair or call Colonial Life at 617-830-5500, option 1. These plans cannot be enrolled through UKG.*

Enrollment Preparation Checklist

Use this form to prepare for enrollment.

This checklist is provided to help you gather all of the information you will need in order to enroll in Vinfen's benefits. You may want to have this page handy when you speak with a benefits counselor in person or over the phone, or complete your enrollment online. ***This is NOT an enrollment form. You can only enroll or change your benefits by speaking with a benefits counselor or visiting the My Benefits page of UKG.***

Name: _____ SSN: _____ - _____ - _____

Medical Insurance:

Who do you want to cover?	<input type="checkbox"/> Myself only <input type="checkbox"/> Some or all of my family members <input type="checkbox"/> I do not want medical insurance
Which plan are you interested in?	<input type="checkbox"/> Blue Cross Blue Shield \$2,000 Deductible HMO Plan <input type="checkbox"/> Blue Cross Blue Shield Tiered Network HMO Plan <input type="checkbox"/> I am not sure yet
Who is your Primary Care Physician (PCP)? Include the city their office is located in.	

Dental Insurance:

Who do you want to cover?	<input type="checkbox"/> Myself only <input type="checkbox"/> My family <input type="checkbox"/> I do not want dental insurance
Which plan are you interested in?	<input type="checkbox"/> Blue Cross Blue Shield Essential Dental Plan <input type="checkbox"/> Blue Cross Blue Shield Premier Dental Plan <input type="checkbox"/> I am not sure yet

Vision Insurance:

Who do you want to cover?	<input type="checkbox"/> Myself only <input type="checkbox"/> My family <input type="checkbox"/> I do not want vision insurance
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Your Family & Beneficiary Information:

If you want to cover a spouse or child(ren) on any of the plans, you will need to provide their name, date of birth, and social security number. If you are enrolling them on medical insurance, you will also need their PCP ID number (***see page 9 for instructions on how to get this number***). If you are eligible for life insurance, you will also be asked to provide information about beneficiaries.

Family Member or Beneficiary's Name	Date of Birth	Social Security Number	Primary Care Physician (PCP) ID Number (<i>see page 9</i>)

Vinfen Benefit Eligibility

Regular employees with weekly scheduled hours of 30 or more are eligible for the following benefits:

- Blue Cross Blue Shield Medical Insurance **with Health Reimbursement Arrangement (HRA)**
- Blue Cross Blue Shield Dental Insurance
- EyeMed Vision Insurance
- New York Life Short Term Disability Insurance (if annual rate of pay is \$88,122 or more)
- New York Life Long Term Disability Insurance
- New York Life Basic Life and AD&D Insurance
- Voya Flexible Spending Accounts (Health Care FSA, Dependent Care FSA, and Commuter Spending)
- Colonial Life Voluntary Term Life, Whole Life, Accident, and Critical Illness Insurance
- Fidelity Retirement Plans
- New York Life Life Assistance Plan
- Working Advantage, YMCA, and other discounts

Regular *physician* employees with weekly scheduled hours of 20 or more are eligible for the following benefits:

- Blue Cross Blue Shield Medical Insurance **with Health Reimbursement Arrangement (HRA)**
- Blue Cross Blue Shield Dental Insurance
- EyeMed Vision Insurance
- New York Life Short Term Disability Insurance (if annual rate of pay is \$88,122 or more)
- New York Life Long Term Disability Insurance
- New York Life Basic Life and AD&D Insurance
- Voya Flexible Spending Accounts (Health Care FSA, Dependent Care FSA, and Commuter Spending)
- Colonial Life Voluntary Term Life, Whole Life, Accident, and Critical Illness Insurance
- Fidelity Retirement Plans
- New York Life Life Assistance Plan
- Working Advantage, YMCA, and other discounts

Per Diem employees or regular employees with weekly scheduled hours of 29 or less MAY be eligible for the following benefits:

- Blue Cross Blue Shield Medical Insurance **with Health Reimbursement Arrangement (HRA)**
Employees in this category are only eligible if they have been specifically advised by Vinfen that they are eligible for medical insurance under the Affordable Care Act (ACA). (To be eligible for medical insurance under the ACA, an employee generally must have worked a minimum of 30 hours per week on average during a Measurement Period of 11-12 months. Individual employees' Measurement Periods may vary. Contact HR at benefits@vinfen.org or 617-830-5500, option 3, for more information.)

ALL VINFEN EMPLOYEES are eligible for the following benefits:

- Fidelity Retirement Plans
- New York Life Life Assistance Plan
- Wellness Benefits
- Working Advantage, YMCA, and other discounts

Medical Insurance

Blue Cross Blue Shield (BCBS)

Comparison of Medical Plan Benefits



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Benefits	BCBS \$2,000 Deductible HMO	BCBS Options (Tiered) HMO		
OUTPATIENT SERVICES / OFFICE VISITS	All In-Network Providers	ENHANCED PROVIDERS	STANDARD PROVIDERS	BASIC PROVIDERS
Routine / Preventive Care	\$0	\$0 (not tiered)		
PCP Office Visits	\$30	\$20	\$30	\$50
Specialist Office Visits	\$50	\$50 (not tiered)		
Mental Health & Substance Abuse Office Visits	\$30	\$20 (not tiered)		
Emergency Room Visits	\$300	\$300 (not tiered)		
HOSPITAL SERVICES	All In-Network Providers	ENHANCED PROVIDERS	STANDARD PROVIDERS	BASIC PROVIDERS
Plan Year Deductible (Individual / Family)	\$2,000 / \$4,000	None	\$1,000 / \$2,000	\$2,000 / \$4,000
Inpatient Hospitalization	\$750 after deductible	\$250	\$500 after deductible	\$2,000 after deductible
Outpatient Hospital Services & Day Surgery	\$500 after deductible	\$250	\$500 after deductible	\$1,000 after deductible
Diagnostic Lab Tests & X-Rays	\$0 after deductible	\$0	\$0 after deductible	\$0 after deductible
Advanced Imaging (CT Scans, MRIs, etc)	\$75 after deductible	\$75	\$75 after deductible	\$450 after deductible
EMERGENCY HOSPITAL SERVICES	As listed above	Paid as ENHANCED regardless of hospital tier		
Out Of Pocket Maximum (Individual / Family)	\$3,000 / \$6,000 Medical \$1,000 / \$2,000 Rx	\$5,450 / \$10,900 Medical \$1,000 / \$2,000 Rx		
PRESCRIPTION DRUG BENEFITS	All In-Network Providers	All In-Network Providers		
Retail (30 Day Supply)				
Tier 1: Generic	\$20	\$20		
Tier 2: Preferred Brand	\$40	\$40		
Tier 3: Non-Preferred Brand	\$70	\$70		
Tier 4: Preferred Specialty	\$125	\$125		
Tier 5 : Non-Pref Specialty	\$175	\$175		
Mail Order (90 Day Supply)				
Tier 1: Generic	\$40	\$40		
Tier 2: Preferred Brand	\$80	\$80		
Tier 3: Non-Preferred Brand	\$210	\$210		
Tier 4: Preferred Specialty	Not Available	Not Available		
Tier 5 : Non-Pref Specialty	Not Available	Not Available		

Copies of all plan documents including Summaries of Benefit Changes and Plan Annual Notices are available in pdf format for your review and can be accessed on [the Benefits page of MyVinfen](#). If you prefer paper copies, all required plan documents can be obtained free of charge by contacting the Human Resources office at benefits@vinfen.org or (617) 830-5500.

Medical Insurance

Blue Cross Blue Shield (BCBS)



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Hospital Tiering List for BCBS Options (Tiered) HMO - 2023

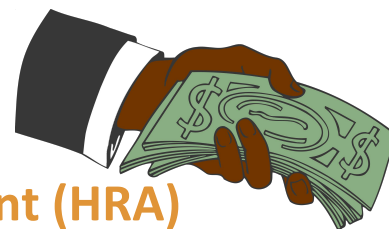
Some commonly-used Massachusetts hospitals are listed below. Please use the provider search tool at member.bluecrossma.com/fad and select the Network “HMO BLUE NEW ENGLAND OPTIONS V.5” or call 1-800-821-1388 to find out the tier level of other hospitals.

Using national quality benchmarks, as well as plan medical expense information, Blue Cross Blue Shield has placed participating hospitals in their **Enhanced Tier**, **Standard Tier**, or **Basic Tier**. You will pay different cost sharing based on a provider’s assigned benefit tier. When you see participating providers in the **Enhanced Tier**, you’ll pay less. You pay more when you receive services from providers in the **Standard** or **Basic** Tiers.

If you have established relationships with certain doctors, you’ll want to find out what tiers they are in before receiving care from them. Just because doctors are affiliated with certain hospitals, it doesn’t mean that they’ll have the same tier level.

Hospital Name	BCBS Tier
Anna Jaques Hospital	Enhanced
Beth Israel Deaconess Hospital – Milton, Plymouth	Enhanced
Beth Israel Deaconess Medical Center	Standard
Boston Medical Center	Enhanced
Brigham and Women’s Hospital	Basic
Brigham and Women’s Faulkner Hospital	Enhanced
Brigham and Women’s/Mass General Health Care Center - Foxborough	Enhanced
Cambridge Health Alliance	Enhanced
Cape Cod Hospital	Basic
Carney Hospital	Enhanced
Dana-Farber Cancer Institute	Basic
Emerson Hospital	Enhanced
Falmouth Hospital	Standard
Good Samaritan Medical Center	Enhanced
Holy Family Hospital	Standard
Lahey Clinic Hospital	Enhanced
Lawrence General Hospital	Enhanced
Lowell General Hospital	Enhanced
Massachusetts General Hospital	Basic
Mercy Medical Center	Enhanced
Metrowest Medical Center	Enhanced
Morton Hospital and Medical Center	Enhanced
Mount Auburn Hospital	Enhanced
Newton-Wellesley Hospital	Enhanced
North Shore Medical Center	Enhanced
Norwood Hospital	Enhanced
South Shore Hospital	Enhanced
St. Elizabeth’s Medical Center	Standard
Tufts Medical Center	Enhanced
UMass Memorial Medical Center	Basic

Medical Insurance



Vinfen Health Reimbursement Arrangement (HRA)

If you are enrolled in a Vinfen health insurance plan and have a full-time equivalent pay rate of less than \$60,000 per year (approximately \$28.85 per hour), you and any family members you have enrolled on the health plan are automatically covered under the HRA.

Through the HRA, Vinfen reimburses eligible employees for certain types of out of pocket medical costs. Eligible employees will be reimbursed for up to \$1,000 per family per medical insurance plan year (September 1 - August 31).

To qualify for benefits under the HRA, you or your family member must:

- Be enrolled in a Vinfen health insurance plan
- Have medical bills totaling at least \$500 in a 30-day period after all insurance payments are processed
- Vinfen employee(s) must have a full-time equivalent pay rate of less than \$60,000 per year

If you qualify, you will be reimbursed for a maximum of \$1,000 per family per plan year (September 1-August 31). Married couples who both work for Vinfen are only eligible for a combined maximum of \$1,000 per plan year. If the person who received the services is also a Vinfen employee, their full-time equivalent pay rate must also be less than \$60,000 per year.

In order to be eligible for reimbursement, the bill/service must meet the following criteria:

- The medical service must be medically necessary and covered by Vinfen's health insurance plan.
- The service must be a qualifying service, as defined below.
- All claims (including required documentation) must be filed no later than November 30 for services received during the previous plan year (ending August 31).
- More than one reimbursement per plan year may be made up to the \$1,000 maximum as long as each reimbursement meets the other criteria.
- **You don't need to pay the bill before applying for reimbursement!**

QUALIFYING SERVICES

The following types of service are eligible for reimbursement if other eligibility criteria are met:

- Hospital inpatient services (for example: surgery or maternity)
- Hospital outpatient services (for example: outpatient/day surgery)
- Non-surgical outpatient services (for example: injections, chemotherapy, or cardiac rehabilitation)
- Diagnostic testing and screening (for example: MRIs, EKGs, X-rays, or blood work)
- Diagnostic tests performed at a hospital (for example: gastroscopy, colonoscopy, or sleep studies)
- Physical therapy charges that are subject to a deductible
- Ambulance charges resulting in a hospital admission

For additional information, including a full Summary Plan Description and instructions on how to file a claim, please visit the Benefits page of MyVinfen at bit.ly/vinfenbenefits.

Medical Insurance

Blue Cross Blue Shield (BCBS)

Bi-Weekly (Per Paycheck) Employee Cost

24 Pay Periods Per Year (2 Pay Periods will have no benefits deductions collected)

Effective September 1, 2023 - August 31, 2024



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BCBS \$2,000 Deductible HMO Plan			
Employee's Annualized Pay Rate		% of Total Cost Paid by Employee	Bi-Weekly Employee Cost
<\$55,000	Employee Only	21.83%	\$ 97.30
	Employee + Spouse	22.73%	\$ 205.53
	Employee + Child(ren)	22.71%	\$ 189.99
	Employee + Spouse & Child(ren)	22.71%	\$ 333.37
\$55,000 - 69,999	Employee Only	21.83%	\$ 97.30
	Employee + Spouse	22.73%	\$ 205.53
	Employee + Child(ren)	22.71%	\$ 189.99
	Employee + Spouse & Child(ren)	22.71%	\$ 333.37
\$70,000 or more	Employee Only	26.20%	\$ 116.77
	Employee + Spouse	27.10%	\$ 245.04
	Employee + Child(ren)	27.07%	\$ 226.46
	Employee + Spouse & Child(ren)	27.07%	\$ 397.37

BCBS Options (Tiered) HMO Plan			
Employee's Annualized Pay Rate		% of Total Cost Paid by Employee	Bi-Weekly Employee Cost
<\$55,000	Employee Only	18.34%	\$ 82.63
	Employee + Spouse	19.21%	\$ 175.81
	Employee + Child(ren)	19.21%	\$ 162.48
	Employee + Spouse & Child(ren)	19.21%	\$ 285.83
\$55,000 - 69,999	Employee Only	21.83%	\$ 98.35
	Employee + Spouse	22.71%	\$ 207.98
	Employee + Child(ren)	22.71%	\$ 192.04
	Employee + Spouse & Child(ren)	22.71%	\$ 337.84
\$70,000 or more	Employee Only	26.20%	\$ 118.04
	Employee + Spouse	27.07%	\$ 247.97
	Employee + Child(ren)	27.07%	\$ 228.91
	Employee + Spouse & Child(ren)	27.07%	\$ 402.70

PLEASE NOTE: A SURCHARGE OF \$75.00 PER PAY PERIOD IN ADDITION TO THE AMOUNTS ABOVE WILL APPLY TO ANY SPOUSES ENROLLED ON VINFEN MEDICAL INSURANCE PLANS WHO HAVE THE OPTION OF ENROLLING IN THEIR OWN EMPLOYER-SPONSORED COVERAGE.

- The surcharge does not apply if your spouse has no access to employer-sponsored coverage, or if your spouse also works for Vinfen.
- Employees adding a spouse to their plan will be required to provide documentation related to their spouse's eligibility for other coverage after Open Enrollment ends. If documentation is not provided by the deadline, the surcharge will be added to your payroll deductions.

Copies of all plan documents including Summaries of Benefit Changes and Plan Annual Notices are available in pdf format for your review and can be accessed on [the Benefits page of MyVinfen](#). If you prefer paper copies, all required plan documents can be obtained free of charge by contacting the Human Resources office at benefits@vinfen.org or (617) 830-5500.



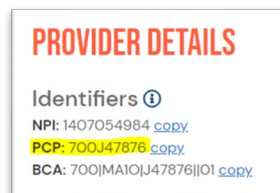
How to Find Your Primary Care Provider (PCP)'s BCBS ID Number

When you enroll in health insurance, it is very important that you provide BCBS's Provider ID number for your PCP and the PCP of any family members you are adding to your plan. ***Without this ID number, BCBS cannot assign your PCP, and if you do not have a PCP assigned, you will only have coverage for emergency services.***

You can get your PCP's Provider ID number by calling BCBS at **800-821-1388**.

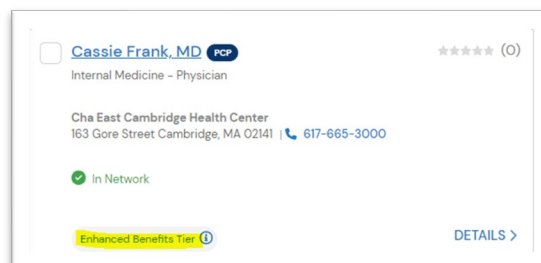
You can also search for your PCP's Provider ID number easily on BCBS's website:

1. Go to member.bluecrossma.com/fad.
2. Enter your PCP's name in the "Doctor, Hospital, or Specialty" box.
3. Click the drop-down under "Network" and choose the "HMO BLUE NEW ENGLAND OPTIONS V.5" option. This will show you which tier your PCP or hospital is in if you are considering the Options (Tiered) Plan.
4. Enter the zip code or city and state where your PCP is located in the "ZIP Code or City, State" box.
5. Click the blue "Search" button.
6. When the results of your provider search are visible, find your PCP's **Provider ID** by clicking on the provider's name to view more details. Scroll down to the "PROVIDER DETAILS" section and look for the line that starts "PCP." This is your PCP's Provider ID number, which you will need to provide when you enroll:



TIPS:

- If you need to find a new PCP, instead of typing a name in step 2 above, just type "All Primary Care Providers" into the "Doctor, Hospital, or Specialty" box.
- When you are looking at a list of providers in your area, you can filter by whether they are accepting new patients, gender, languages, and many other features. Just look to the left of the list of names for the filters, select the filters you want, and click the blue "Apply Filters" button.
- If you are interested in the Choice (Tiered) HMO, be sure you check to see what Tier your PCP is in. The Tier will show up at the bottom of the provider's listing on the search result page, as highlighted in the screenshot below:



Dental Insurance

Blue Cross Blue Shield (BCBS)



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	BCBS <u>Essential</u> Dental Plan	BCBS <u>Premier</u> Dental Plan
	In-Network Benefits ¹	In-Network Benefits ¹
Calendar Year Deductible		
Individual	\$50	\$50
Family	\$150	\$150
Calendar Year Maximum Benefit (Per Person)	\$1,250	\$2,750
Preventive / Diagnostic Services, including:		
Routine Exams Cleanings X-Rays Periodontal Maintenance	Covered in full	Covered in full
Basic Services, including:		
Fillings Most Oral Surgery Endodontics/Root Canal Therapy Periodontic Surgery Prefab Stainless Steel Crowns	You pay 20% after the deductible	You pay 0% after the deductible
Major Services, including:		
Crowns, Inlays, and Onlays Bridges & Dentures Implants	Not Covered	You pay 40% after the deductible
Orthodontia Services		
Children only, to age 19	50% Lifetime Maximum Benefit of \$1,000	50% Lifetime Maximum Benefit of \$1,000

¹ **Out of network benefits** are paid at the same percentage as in network benefits, but you do not have access to network discounts and may be billed for amounts over MetLife's reasonable & Customary allowances.

Bi-Weekly (Per Paycheck) Employee Cost

24 Pay Periods Per Year (2 Pay Periods will have no benefits deductions collected)

Effective September 1, 2023 - August 31, 2024

BCBS <u>Essential</u> Dental Plan		
% of Total Cost Paid by Employee	Single Coverage Bi-Weekly Employee Cost	Family Coverage Bi-Weekly Employee Cost
100%	\$16.95	\$46.22



BCBS <u>Premier</u> Dental Plan		
% of Total Cost Paid by Employee	Single Coverage Bi-Weekly Employee Cost	Family Coverage Bi-Weekly Employee Cost
100%	\$21.82	\$59.52

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Vision Insurance

EyeMed Vision Care



Vision Care Services	In Network Member Cost	Out of Network Reimbursement
Eye Exam <i>Once Every 12 Months</i>	\$0 copay	Up to \$52
Glasses Frames <i>Once Every 24 Months</i>	\$0 copay Up to \$160 allowance + 20% discount on charges over \$160	Up to \$98
Standard Plastic Lenses <i>Once Every 12 Months*</i>	\$25 copay Additional charges apply for lens options	Single vision: up to \$55; Bifocal: up to \$78; Trifocal: up to \$130
Standard Contact Lens Fit & Follow-Up <i>Once Every 12 Months</i>	Up to \$55 allowance	Not Covered
Contact Lenses <i>Once Every 12 Months*</i>	\$0 copay Up to \$160 allowance + 15% discount on charges over \$160 for conventional lenses only (not disposable)	Up to \$128
<div>  FREEDOM PASS BENEFIT  </div> <p>All glasses frames from Target Optical and Sears Optical are covered in full. The \$160 allowance cap does not apply!</p>		

**Benefit is available every 12 months for either contact lenses or glasses lenses, not both.*

Additional costs may apply for lens options or other services. For additional information, visit myvinfen.bswift.com or contact benefits@vinfen.org.

Visit EyeMedVisionCare.com to learn more.



Bi-Weekly (Per Paycheck) Employee Cost – ALL ELIGIBLE EMPLOYEES
24 Pay Periods Per Year (2 Pay Periods will have no benefits deductions collected)
 Effective September 1, 2023 – August 31, 2024

EyeMed Vision Insight Plan H		
% of Total Cost Paid by Employee	Single Coverage Bi-Weekly Employee Cost	Family Coverage Bi-Weekly Employee Cost
100%	\$2.34	\$6.46

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Short Term Disability Insurance

(100% paid by Vinfen for all [eligible](#) employees)

New York Life Short Term Disability - Massachusetts Employees

Short term disability (STD) protects your finances when you are unable to work for more than 7 days because of your own health condition, or because of pregnancy or recovery from childbirth.

Eligibility: Vinfen provides an STD plan to employees whose annual rate of pay (based on scheduled hours) is **\$88,122 or more**. While Massachusetts Paid Family & Medical Leave (PFML) benefits are robust, the maximum weekly benefit would replace less than 66.67% of these employees' regular pay. **This STD policy is intended to supplement PFML benefits for this group of employees.**

STD Plan Supplements PFML benefits for eligible employees	Benefit Amount	66.67% of your weekly base earnings
	Maximum	\$2,500 per week
Elimination Period*	7 days (benefits begin on the 8 th day of disability)	
Benefit Duration	<ul style="list-style-type: none">Once you qualify for benefits, you continue to receive them until the end of the 12 week benefit period, or until you no longer qualify for benefits, whichever comes first.If you are still unable to return to work once the benefit period has ended, you will be evaluated by New York Life for eligibility for Long Term Disability (LTD) benefits. If you qualify, the transition to LTD will be seamless.	
Cost to Employees	<ul style="list-style-type: none">The STD Plan is 100% paid for by Vinfen, and you will be automatically enrolled if you are eligible.	

*Elimination period begins on the day you become disabled and is the length of time you must wait before benefits are payable.



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Long Term Disability Insurance

(100% paid by Vinfen for all eligible employees)



New York Life Long Term Disability

Long term disability protects your finances when you are unable to work because of a health condition for more than 90 days.

Benefit Amount	60% of your monthly base earnings								
Maximum	<ul style="list-style-type: none">• \$10,000 per month for most employees, except• \$13,000 per month for Vice Presidents & Officers								
Elimination Period*	90 days (benefits begin on the 91 st day of disability)								
Benefit Duration	Once you qualify for benefits, you continue to receive them until the end of the benefit period shown below, or until you no longer qualify for benefits, whichever comes first.								
	Age at Disability	62 or younger	63	64	65	66	67	68	69+
	Number of Months Benefits are Paid	To Social Security Normal Retirement Age or the date the 42 nd monthly benefit is payable, if later	36	30	24	21	18	15	12

*Elimination period begins on the day you become disabled and is the length of time you must wait before benefits are payable.

Basic Life and AD&D Insurance

(100% paid by Vinfen for all eligible employees)



New York Life Basic Life and AD&D

Life Benefit Amount	Employees with Job Grade 13 & Below (most employees)	1 times your base annual earnings, rounded to the next \$1,000, to a maximum of \$385,000
	Employees with Job Grade 14 & Above	2 times your base annual earnings, rounded to the next \$1,000, to a maximum of \$600,000
Accidental Death & Dismemberment Benefit Amount	Employees with Job Grade 13 & Below (most employees)	1 times your base annual earnings, rounded to the next \$1,000, to a maximum of \$385,000
	Employees with Job Grade 14 & Above	2 times your base annual earnings, rounded to the next \$1,000, to a maximum of \$600,000

Copies of all plan documents including Summaries of Benefit Changes and Plan Annual Notices are available in pdf format for your review and can be accessed on [the Benefits page of MyVinfen](#). If you prefer paper copies, all required plan documents can be obtained free of charge by contacting the Human Resources office at benefits@vinfen.org or (617) 830-5500.

Flexible Spending Accounts (FSA)

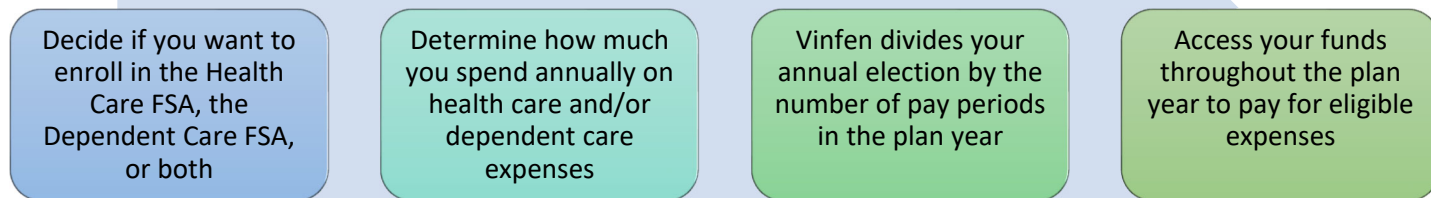
Voya/Benefit Strategies Health and Dependent Care
Flexible Spending Accounts



Why Enroll in an FSA?

When you have an FSA, you can keep more of your paycheck by reducing your federal and state taxes.

Here's How it Works →



Health Care FSA

- Health Care FSA funds can be used for health care expenses incurred by you, your spouse, and your dependents up to age 26. Eligible expenses are out-of-pocket costs you have for medical, dental, orthodontia, vision, and hearing products and services.
- Use your Voya/Benefit Strategies debit card to access your funds. One of the biggest advantages of the Health Care FSA is that you have access to your full election amount on the very first day of the plan year!
- You can use the Health Care FSA for your own and your family members' expenses, even if you and your dependents are not enrolled on Vinfen's medical plan.

Dependent Care FSA

- Dependent Care FSA funds can be used for dependent care expenses you incur so that you (and your spouse if married) can be gainfully employed or attend school full-time.
- To be eligible, the person must be your tax dependent who is:
 - Under the age of 13
 - Age 13 or older if physically or mentally incapable of self-care and residing in your home at least half the year
- Eligible expenses include Day Care, Before/After School Programs, Summer Day Camps, and Babysitters/Nannies. (School tuition, Overnight camps, and educational classes are NOT eligible.)
- As funds accumulate in your Dependent Care account through payroll deductions, you can submit receipts to Voya/Benefit Strategies for reimbursement.

FSA Contribution Limits – 9/1/2023-8/31/2024 Plan Year	
Health Care FSA Contribution Minimum	\$300
Health Care FSA Contribution Maximum (set by IRS)	\$3,050
Dependent Care FSA Contribution Minimum	\$300
Dependent Care FSA Contribution Maximum (set by IRS)	\$5,000 (or \$2,500 if married filing separately)

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Commuter Spending Account

Voya/Benefit Strategies Commuter Choice Transit and Parking Accounts



Why Enroll in a Commuter Choice Transit or Parking Account?

To reduce your taxable income and put more money in your pocket!

Save Yourself Money

Commuter Choice accounts help reduce the strain on your paycheck from work-related transportation expenses by paying for eligible mass transit and parking expenses on a pre-tax basis.

Enrolling is Simple and Flexible!

To enroll, you simply decide how much money you need for work related mass transit and/or parking expenses each month. **Per IRS guidelines, up to \$300 per month for transit and \$300 per month for parking is tax-free.** Vinfen will deduct the amount from your pay, prior to Federal, State and FICA taxes being calculated. You pay less in taxes so you save money! Your monthly election will continue month to month unless you decide to change or stop it. **You can enroll, change, or cancel on a month-to-month basis.**

Enroll in One or Both Accounts



Parking Account

This account allows you to use pre-tax dollars to pay for work related parking expenses.

Eligible & Ineligible Expenses:

- | | |
|---|---|
| <ul style="list-style-type: none">✓ Work related parking costs incurred at or near your worksite✓ Work related parking costs incurred at or near the place from which you commute to work by any means | <ul style="list-style-type: none">✗ Parking expenses that are not work related✗ Parking at an airport for air travel |
|---|---|



Transit Account

This account allows you to use pre-tax dollars to pay for expenses incurred traveling to and from work. A transit expense is any pass, token, fare card, voucher or similar item entitling a person to mass transit transportation.

Eligible & Ineligible Expenses:

- | | |
|---|--|
| <ul style="list-style-type: none">✓ Work related mass transit expenses, such as bus, light or regional rail, streetcar, trolley, subway or ferry✓ UberPOOL, Lyft Line, Vanpool | <ul style="list-style-type: none">✗ Mileage and tolls✗ Taxis and limousines |
|---|--|

The Voya/Benefit Strategies Debit Card

You will receive a Voya/Benefit Strategies VISA debit card that looks and works like a typical debit card. Use the card to purchase mass transit passes and/or pay for parking. Your card will work with transit vendors, including online transit vendors. **No reimbursement requests can be submitted for Transit Accounts, you must use your debit card.**

Electronic & Paper Reimbursement Methods for Parking Accounts

Parking reimbursements are sent to you either by paper check or direct deposit. To be reimbursed, you must submit your receipt online, through the Benefit Strategies mobile app, or using a paper reimbursement form submitted via fax, email, or mail.

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Life Assistance Program

New York Life



GROUP BENEFIT
SOLUTIONS



Phone: (800) 344-9752



Website: guidanceresources.com
Web ID: NYLGBS

Vinfin has contracted with New York Life to provide a confidential program to those who need help finding answers to various kinds of personal concerns. NYL's Life AssistanceSM Program offers consultation, support, information, and planning, as well as diagnostic services and referrals to professional resources in your community, if there's a need for additional assistance. Since every individual has different needs, consultants work with each person to develop a plan that is tailored to his or her situation. There's no charge to you, and your immediate family members can also use the program.

Call any time, any day. NYL's LAP is just a phone call away whenever you need it – at no cost to you. An advocate is ready to help assess your needs and develop a solution to help resolve your concerns. He or she can also direct you to an array of resources in your community and online tools.

Visit a specialist. For face-to-face assistance, you have three **free** sessions available to you and your household members. Call NYL to request a referral.

Achieve work/life balance. Get extra support for handling life's demands. Call for a referral to a service in your community or advice on topics such as:

- **Parenting.** Receive guidance on child development, sibling rivalry, separation anxiety, and much more.
- **Senior care.** Learn about challenges and solutions associated with caring for an aging loved one.
- **Child care.** Whether you need care all day or just after school, find a place that's right for your family.
- **Pet care.** From grooming to boarding to veterinary services, find what you need to care for your pet.
- **Temporary back-up care.** Don't let an unplanned event get the best of you – find back-up child care.

Additional Programs and Services

- **FinancialConnect**

With FinancialConnect, you and your family members have unlimited access to a team of qualified experts to help guide you. If additional help is needed, you can request referrals to financial professionals in your local community.

- **LegalConnect**

This program gives you access to unlimited phone consultations with a staff of attorneys who can provide guidance on issues such as divorce, adoption, estate planning, real estate, and identity theft. If needed, you can be referred to a local attorney for a free 30-minute consultation and a 25% discount on fees.

- **EstateGuidance**

This user-friendly online tool allows you and your family members to write a last will and testament, a living will, and documents outlining your wishes for final arrangements quickly, easily, and cost effectively.

- **NYL Secure Travel**

NYL Secure Travel provides special assistance for emergency medical, financial, legal and communication assistance when you travel at least 100 miles from home. For more information, call **1-888-226-4567**.

Other Benefits

Working Advantage Discount Program

www.workingadvantage.com

1-800-565-3712

Exclusive Discounts Include:

- **Entertainment.** Save up to 60% on movie tickets, theme parks, ski resorts, hotels, museums, zoos, attractions, aquariums, and more!
- **Theatre & Events.** Find great seats and super deals on a huge selection of Tony Award-winning Broadway shows, family events, concerts and sporting events nationwide.
- **Shopping & Gifts.** Working Advantage has partnered with your favorite online retailers to bring you excellent discounts on apparel, books and music, electronics, office supplies, flowers, food, and home. Don't miss the wide selection of gift certificates for everyone on your list.
- **Earn Rewards.** Look for the Advantage Point symbol and earn points to be redeemed for movie tickets, gift cards, and more.

	<p>Register for your free account today! Go to www.workingadvantage.com Select the Register button at the top of the page Select "Employees Click Here" Enter Member ID # 893129928</p>
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YMCA Corporate Membership

Get 10% off a YMCA monthly membership & 50% off the joiner's fee!

Discounts are available at most YMCA locations in the Greater Boston area.

If you are a current YMCA member, stop by the welcome desk the next time you visit with proof of employment (paystub, ID card, business card, etc.) and ask to apply the corporate discount, as you are an employee of Vinfen.

If you are not a current member, the Y offers a free trial pass with proof of employment. New members are welcome to join right away. To join, visit your home YMCA with a government-issued photo ID, proof of employment, and your payment method. There will be 50% off the joiner's fee and 10% off of the regular fee every month.

YMCA Membership Benefits

- Unlimited use of state-of-the-art Fitness and Aquatic centers
- Free group exercise classes
- 2 FREE sessions of Get Started coaching
- Free babysitting during workouts (Family memberships only)
- Reduced rates on youth and adult programs
- Personal Training
- Use of most YMCAs in New England
- And much more...

Colonial Life Voluntary Benefits

Term Life and Whole Life Insurance

Get the Life insurance coverage that's right for your needs

No matter where you are in life, you can get coverage that's right for your needs with options that can help you protect your family's future.

- Benefits are typically paid tax-free to the person you choose to receive your benefits.
- Life insurance policies are portable, so you can keep your coverage if you change jobs or retire.
- Guaranteed-issue coverage may be available for some plans, which means no medical questions or exams are required to be eligible for coverage.

Colonial Life is proud to work with Life Happens to help America's workers understand the value of life insurance. Find out how much life insurance you need with the Life Happens Life Insurance Calculator.

Below is an overview of the major types of life insurance offered by Colonial Life. While your age and health can affect your options, your benefits counselor can help you determine what coverage is right for you.

	Term Life	Whole Life
Key features	Level Ideal coverage for high-demand years	Guaranteed Permanent coverage that remains the same to age 100
Cost	\$	\$\$
Death benefit	Payable if you pass away within the term period you select	Stays the same as long as you make payments
Plan options	10-, 15-, 20- or 30-year option	Paid-Up at Age 70 or Paid-Up at Age 100
Premium payments	Stay the same during the selected term period	Remain the same and end at paid-up age
Cash value	Not a feature of term life	Values are set when you purchase the policy

Accident Insurance

Breathe easy with accident insurance for whatever life throws your way

If you suffer from a fracture, dislocation or other covered accidental injury, accident insurance can help offset unexpected medical expenses that aren't covered by your medical insurance. Depending on your policy, accident insurance can help cover expenses resulting from your covered accident like:

- Emergency room visits, X-rays, diagnostic exams, physical therapy and follow-up treatment
- Ambulance or air ambulance to a hospital
- Hospital stays, travel or lodging expenses related to your accident

How Colonial Life accident insurance works

When an accident happens, the last thing you want to think about is how you're going to pay the bills. Accident insurance helps you pay for the medical and out-of-pocket costs that you may have after an accidental injury. Based on your policy, this can include emergency treatment, hospital stays, medical exams and other expenses like transportation and lodging.

Accident insurance policies can provide you with a lump sum payable directly to you that will help pay for a wide range of situations, including initial care, surgery, transportation and lodging, and follow-up care. Here's how it works:

- A set amount is payable based on the injury you suffer and the treatment you receive.
- Benefits are payable directly to you (unless you specify otherwise) and can be used as you see fit.

Colonial Life Voluntary Benefits (continued)

- Coverage is available for you, your spouse and eligible dependent children.
- You do not need to answer medical questions or have a physical exam to get basic coverage.
- Accident insurance covers injuries that happen on the job or off the job, unlike workers' compensation, which only covers on-the-job injuries.
- Benefit payments are not reduced by any other insurance you may have with other companies.

Costs, eligibility and waiting periods before benefits are disbursed vary. Talk with your Colonial Life benefits counselor to learn more about how accident insurance works.

Critical Illness Insurance

Don't let an unexpected illness hinder the life you've built

A critical illness such as a heart attack, stroke or major organ failure can impact anyone, from the least health-conscious to the most fit. Heredity and lifestyle affect your risk factors, but even if you're in perfect health, life can change in an instant. When a critical illness strikes, major expenses often follow. Health insurance may cover some of your medical costs, but not everything. In addition to your day-to-day bills, you could incur costs for treatment and recovery, such as:

- Deductible and co-pays
- Expenses related to out-of-network treatment and additional medical procedures, such as angioplasty and pacemaker implantation
- Travel, lodging and meals during treatment
- Lifestyle changes that may lead to better health, such as gym memberships and smoking cessation programs
- Rehabilitation and home health services
- Child care

Plus, if you have to take a leave of absence or reduce your work schedule to care for yourself or others, expenses and debt can add up quickly. That's where critical illness insurance can help. With a financial safety net in place, you can rest assured that a sudden illness won't jeopardize your finances.

How Colonial Life critical illness insurance works

Colonial Life critical illness insurance helps supplement your major medical coverage by providing a lump-sum benefit that you may use to pay direct and indirect costs related to the most prevalent critical illnesses. Some of the covered conditions include:

- Heart attack
- Stroke
- End-stage renal (kidney) failure

Other serious illnesses are covered as well. Additional coverage options also are available to help pay for health screenings, subsequent diagnoses and cancer vaccines. Talk with your Colonial Life benefits counselor to find out more details and learn how critical illness insurance can help you focus on getting better.

WellCard

Enjoy the benefits of a free WellCard discount card,* which provides discounts on health and wellness services for you and your family. WellCard may provide discounts for doctor office visits, prescription drugs, vision and hearing products and services, and more.

Contact your Colonial Life benefits counselor today to learn how WellCard can enhance your benefits package.



* WellCard is not insurance and is not intended to replace insurance. Discounts are only available at participating pharmacies and providers. Void where prohibited by law.

Retirement Savings Plans

Fidelity 403(b) and 401(a) Plans

Retirement Savings Plan	Description	Vesting
Vinfen 403(b) Employee Retirement Savings Plan <i>(formerly known as the Tax Deferred Annuity Plan)</i>	The 403(b) Plan is designed to help our employees save and plan for their retirement. All employees are eligible to participate in the Plan on their date of hire. There are no Employer contributions to this Plan, only Employee contributions. You can elect to defer a specific dollar amount, and can change or cancel your elections at any time. You have the option of electing various investments for your 403(b) funds, including target date funds. Contact Fidelity at 1-800-343-0860 to make or change an election, or to speak with a representative who will be able to guide you through a selection of investment options. Please see the Summary Plan Description available on the Benefits page of MyVinfen for additional information.	Immediately 100% vested
Vinfen 401(a) Company Defined Contribution Retirement Plan <i>(formerly known as the Defined Contribution Pension Plan)</i>	The 401(a) Plan is an employer-pay-all profit sharing plan in which Vinfen may make a discretionary contribution following the close of the fiscal year. Each year, Vinfen's Board of Directors may exercise their discretion to make a contribution to the Plan based upon Vinfen's financial health at the time, its forecast of business prospects going forward, and the amount of surplus earned in the preceding fiscal year. Please see the Summary Plan Description available on the Benefits page of MyVinfen for additional information.	100% vested at 5 years of service *see Summary Plan Description for full vesting schedule

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HEALTHY LIVING IS JUST A DEAL AWAY

Join Blue365 and start saving today!

Blue365 gives you access to savings across all aspects of your life— including 20 percent off on Fitbit devices and over \$800 off Lasik, discounts on healthy, organic meal delivery services like Sun Basket, and much more!

Register now for free to take advantage of Blue365. It's an online destination where participating members can find healthy deals and exclusive discounts, all you need is your Blue Cross and Blue Shield member card to get started.

Get started today at

www.Blue365Deals.com/register

Exclusive savings from



© 2000–2019 Blue Cross and Blue Shield Association — All Rights Reserved. The Blue365 program is brought to you by the Blue Cross and Blue Shield Association. The Blue Cross and Blue Shield Association is an association of independent, locally operated Blue Cross and/or Blue Shield Companies. Blue365 offers access to savings on health and wellness products and services and other interesting items that Members may purchase from independent vendors, which are not covered benefits under your policies with your local Blue Company, its contracts with Medicare, or any other applicable federal healthcare program. These products and services will be offered to you through the entire benefit year. During the year, the independent vendors may offer additional discounts on these products and services. To find out what is covered under your policies, contact your local Blue Company. The products and services described on the Site are neither offered nor guaranteed under your Blue Company's contract with the Medicare program. In addition, they are not subject to the Medicare appeals process. Any disputes regarding your health insurance products and services may be subject to your Blue Company's grievance process. BCBSA may receive payments from vendors providing products and services on or accessible through the Site. Neither BCBSA nor any Blue Company recommends, endorses, warrants, or guarantees any specific vendor, product or service available under or through the Blue365 Program or Site.

19-027-V05



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 6-30-2023)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact **Vinfen Benefits at benefits@vinfen.org or 617-830-5500, option 3.**

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Vinfen Corporation		4. Employer Identification Number (EIN) 04-2632219	
5. Employer address 950 Cambridge St		6. Employer phone number 617-441-1800	
7. City Cambridge	8. State MA	9. ZIP code 02141	
10. Who can we contact about employee health coverage at this job? Benefits Coordinators			
11. Phone number (if different from above) 617-830-5500, option 3		12. Email address benefits@vinfen.org	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

☐ All employees. Eligible employees are:

☒ Some employees. Eligible employees are:

- Non-physician employees with standard scheduled hours of 30 or more per week who are classified as regular employees.
- Physician employees with standard scheduled hours of 20 or more per week who are classified as regular employees.
- Employees who have worked an average of 130 hours or more per month during the applicable Measurement Period and are otherwise qualified under Affordable Care Act guidelines.

- With respect to dependents:

☒ We do offer coverage. Eligible dependents are:

Legal spouse, children, step-children, & children for whom the employee is the legal guardian

☐ We do not offer coverage.

☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

****** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.



Employee Benefits Contact List

Provider	Phone #	Web Address
Blue Cross Blue Shield Medical Insurance	800-262-2583	bluecrossma.org
Blue Cross Blue Shield Dental Insurance	800-262-2583	bluecrossma.org
NYL Short Term Disability Insurance NYL Long Term Disability Insurance NYL Basic Life and AD&D Insurance	800-362-4462	newyorklife.com/group-benefit-solutions/employees/group-insurance
EyeMed Vision Insurance	866-9-EYEMED	eyemedvisioncare.com
Voya Flexible Spending Accounts (Health and Dependent Care FSA and Commuter Spending)	Call or text to chat: 888-401-3539	benstrat.com
Fidelity 403(b) and 401(a) Retirement	800-343-0860	netbenefits.com
NYL Life Assistance Program	800-344-9752	guidanceresources.com (web ID NYLGBS)
Working Advantage Discount Program	800-565-3712	workingadvantage.com
Vinfen Benefits Line	617-830-5500	Enrollment: enroll through UKG Vinfen Intranet: bit.ly/vinfenbenefits

