



Wellness and You Make  
the Difference



# CARROLL COUNTY GOVERNMENT

2026 EMPLOYEE BENEFITS GUIDE

JANUARY 1, 2026-DECEMBER 31, 2026

# PICK THE BEST BENEFITS FOR YOU AND YOUR FAMILY.

Carroll County Government strives to provide you and your family with a comprehensive and valuable benefits package. We want to make sure you're getting the most out of our benefits—that's why we've put together this Benefits Guide.

This guide is a starting point for learning about the benefit plans available to you in 2026 and how to enroll or make changes to existing coverage. Every effort has been made to ensure the information in this guide is accurate; however, if there are any discrepancies the actual summary plan documents and contract for each plan will govern.

You cannot make changes to your benefit elections until the next annual Open Enrollment period. The exception to this rule is if you experience a qualifying life event, including marriage, divorce, birth or adoption of child, change in dependent status or a gain or loss of coverage.

If you have questions about any of the benefits mentioned in this guide, please don't hesitate to reach out to Human Resources at 410-386-2129 or email [benefits@carrollcountymd.gov](mailto:benefits@carrollcountymd.gov).

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# Eligibility and Enrollment

## Who is Eligible for benefits?

If you're a full-time employee working 30 or more hours a week you're eligible to enroll in the benefits outlined in this guide. Full-time employees are eligible for family coverage for health, dental and vision as well as life insurance. Part-time employees working 24 hours or more per week are eligible for employee only health, dental and vision coverage. Eligible dependents are defined below.

- Spouse: a person to whom you are legally married
- Dependent Children: your biological, adopted, or legal dependents up to age 26 regardless of student, financial, and marital status.

To enroll an eligible dependent in the plan you must provide a copy of their Social Security card, marriage certificate (spouse), birth certificate (child), legal documents (if applicable).

## Coverage Effective Date

When newly hired into a benefit eligible position you will have 30 days from your hire date to choose your plans for the remainder of the calendar year in which you were hired. If you are hired on the 1st through the 15th of the calendar month, benefits are effective on the first day of the following month. If you are hired on the 16th through the last day of the calendar month, benefits are effective on the first day of the second calendar month.



**Example:** Hired May 5th - benefits begin June 1st; Hired May 18th - benefits begin July 1st.

Health benefits coverage will terminate at the end of the month in which eligibility ends, except for adult children who turn age 26 during the plan year. Their coverage will end on December 31 of the year they turn 26.



# Making Changes

The benefit plan year runs January 1- December 31. You will not be allowed to make changes to your elections during the plan year unless you experience a life-changing qualifying event. Qualifying events include things like:

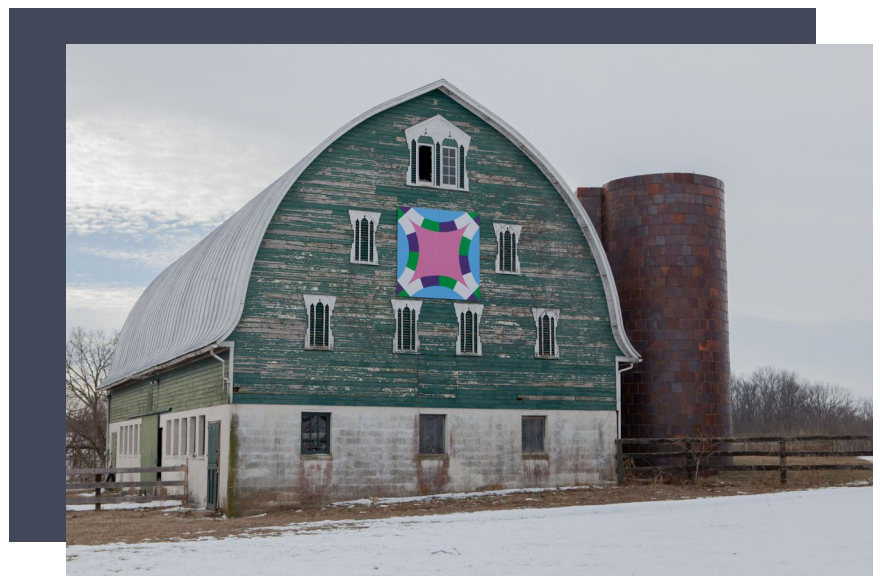
- Marriage, divorce, or legal separation
- Birth or adoption of a child
- Change in child's dependent status
- Death of a spouse, child, or other qualified dependent
- Change in employment status or a change in coverage under another employer-sponsored plan

You must notify the Human Resources Department within 30 days of the change-in-status event in order to make a change to your benefit elections. Documentation supporting the change will be required.

# Opt-Out Credit

Carroll County Government provides an opt-out credit in the form of a taxable payment to full-time employees who waive health coverage. The annual Opt-Out Credit amount for 2026 is \$1,200. The Opt-Out credit is paid out over each pay period. New-hires that elect the opt-out receive a pro-rated amount based on hire date.

To receive the Medical Opt-Out Credit, you must certify you have other qualifying health care coverage by completing the Medical Insurance Opt-Out Credit Form (Waiver Agreement) and elect to waive Medical insurance on your Benefits Election Form. Contact HR at [benefits@carrollcountymd.gov](mailto:benefits@carrollcountymd.gov) or 410-386-2129 to request these forms.



# Medical/Rx Insurance - CareFirst and CareFirst Rx

Carroll County Government offers you a choice of two medical plans through CareFirst. The BlueChoice Advantage EPO provides coverage for In-Network providers only and the BlueChoice Advantage PPO Plan provides coverage for both In and Out-of-Network providers.

## Preventive Services

Both medical plan options cover eligible in-network preventive services at 100%, no cost to you. Preventive services include annual routine examinations, well-childcare visits, immunizations, routine OB/GYN visits, mammograms, PAP tests, prostate screenings, birth control, and other services as required by the Affordable Care Act. These preventive services are covered in full when you visit a participating, in-network provider.

## Access Healthcare Anywhere with CloseKnit

Access 24/7/365 virtual-first care centered around you with primary care, urgent care, mental health therapy, and more, all from your desktop or mobile device. With virtual care through your CareFirst plan, you can get care any time. Whether you need to see a primary care provider or get urgent care on the same day, you can do it all from your phone, tablet, or computer. Simply use your smartphone or any connected device to access virtual primary, specialist, behavioral and urgent care. To schedule a virtual primary care appointment or access urgent care through 24/7 Virtual Visits, just download the CloseKnit app or visit [member.carefirst.com](http://member.carefirst.com)

What kind of virtual care might be right for you?



### Primary Care (ages 18+)

- Preventive care to help you achieve your long-term health goals
- Chronic care and disease management
- A dedicated Health Guide to help you navigate the healthcare system
- Answers to your billing and benefits questions



### Urgent Care (ages 2+)

- 24/7 access to licensed providers
- Open on weekends and holidays
- Treatment for common illnesses and minor injuries
- Average wait times under 30 minutes



### Behavioral Health (ages 2+)

- Behavioral health counseling with licensed therapists
- Psychiatry services including medication management
- Guided and personalized programs tailored to you
- Private 1-on-1 support over phone or video



### Nutrition Services (ages 5+)

- Insurance-covered services with a Registered Dietitian
- Personalized, evidence-based nutrition plans
- Continuous nutrition guidance available
- One-time Q&A sessions available



### New Parent Support

- Connect with expert lactation consultants
- Help with issues such as feeding, pumping, latching, and more
- Breastfeeding tips and resources for new moms and dads



Scan the QR code to access your virtual care options.

## CareFirst WellBeing

All CareFirst members (employees and enrolled dependents) are eligible to participate in CareFirst WellBeing, a personalized, digital connection to living and maintaining your healthiest life. You can access tools to manage every aspect of your well-being, from physical fitness and family relationships to stress management and financial health. To begin customizing CareFirst WellBeing to your individual needs and goals, you'll need to take the RealAge® assessment,

<https://carefirstwellbeing.sharecare.com>

## Blue Rewards

CareFirst Blue Rewards is a program for Carroll County employees that rewards you for taking a variety of actions — including things you may already be doing, like tracking your steps or sleep — lead to rewards. You can earn up to \$100 a year! The activities you choose are up to you,

Employees will have a variety of ways to redeem their rewards

- Connect a tracker
- Take a health survey
- Get an annual checkup
- Get a biometric screening

Download the CareFirst Wellbeing App or access CareFirst Wellbeing from your account.

- Sign in or register
- Select Blue Rewards
- Start earning



# Medical/Rx Plan Highlights

The chart below highlights your costs and copays for some of the features of your medical plan options. Remember, if you enroll in the BlueChoice Advantage PPO plan and choose to seek care from an out-of-network provider, you may be subject to higher out-of-pocket expenses and balance billing by that provider. You are not required to select a Primary Care Physician (PCP) or obtain a referral for specialist care under either plan. For full plan details, please refer to your CareFirst plan summaries.

Plan Name	CareFirst BlueChoice Advantage EPO	CareFirst BlueChoice Advantage PPO	
Provider Network	EPO	PPO	
In-Network / Out-of-Network	IN	IN	OUT
<b>Annual Deductible</b>			
Individual	None	None	\$200
Family	None	None	\$400
<b>Annual Out-of-Pocket Maximum</b>			
Individual	\$1,500	\$1,500	\$2,000
Family	\$3,000	\$3,000	\$4,000
Coinsurance (Member Pays)	-	-	20%
<b>Office Visits</b>			
	<b>Copay</b>	<b>Copay</b>	<b>Coinsurance</b>
Preventive Care	No Charge	No Charge	20%
Primary Care Physician (PCP)	\$15	\$25	20%
Specialist (SPC)	\$25	\$35	20%
Virtual Care (Telehealth)	\$15	\$25	20%
Diagnostic Tests (Lab & X-rays)	No Charge	No Charge	20%
Imaging (MRI, CAT, PET)	No Charge	No Charge	20%
<b>Hospital Services</b>			
	<b>Copay</b>	<b>Copay</b>	<b>Coinsurance</b>
Outpatient	No Charge	No Charge	20%
Inpatient	No Charge	No Charge	20%
Emergency Room	\$100	\$100	
Urgent Care	\$25	\$35	
<b>Prescription Drug</b>			
<b>Retail (30-day supply)</b>			
Tier 1 - Generic (incl. specialty)	\$10	\$10	
Tier 2 - Preferred Brand	\$20	\$20	
Tier 3 - Non-Preferred Brand	\$30	\$30	
<b>Mail Order (90-day supply)</b>			
Tier 1 - Generic (incl. specialty)	\$20	\$20	
Tier 2 - Preferred Brand	\$40	\$40	
Tier 3 - Non-Preferred Brand	\$60	\$60	
<b>Specialty Drugs (30-day supply)</b>			
Tier 2 - Preferred Specialty	\$75	\$75	
Tier 3 - Non-Preferred Specialty	\$100	\$100	

**Deductible** is the amount you pay before your insurance starts covering costs.

**Out-of-pocket maximum** is the maximum amount you pay for covered services in a year, including deductibles, copays, and coinsurance. Once you reach your out-of-pocket maximum, your insurance pays 100% of covered services.

CareFirst Rx, our plan's pharmacy services manager is committed to helping you find cost-effective ways to get your medication(s). Generic medications usually have a lower co-pay than brand name. Ask your doctor if there is a generic alternative available. You may also search for lower-cost alternatives by logging in to [member.carefirst.com](http://member.carefirst.com). According to the FDA, a generic medication is the same as a brand-name in dosage, safety, strength, quality, the way it works, the way it is taken, and the way it should be used.

# Additional Information Regarding Prescription Coverage

## Prior Authorization

A prior authorization (PA) requires your doctor to tell CareFirst Rx why you are taking a medication to determine if it will be covered under your pharmacy benefit. Some medications must be reviewed because they may:

- Only be approved or effective for safely treating specific conditions.
- Cost more than other medications used to treat the same or similar conditions.

## Mail Order

**Mail Order** from CareFirst Rx is safe, reliable and offers the following advantages:

- Cost savings. You may pay less for your medication with a 90-day supply through CareFirst Rx for twice the retail copay.
- Convenience. Get free standard shipping.
- 24/7 access and reminders. Speak to a pharmacist any time, any day. Set up medication reminders.

If you need your medication right away, ask your doctor for a 1-month prescription to fill at a local pharmacy and a 3-month prescription you can use to set up mail order. Choose home delivery by going online at

[member.carefirst.com](http://member.carefirst.com) and following the simple step-by-step instructions. You may also call the member phone number on the back of your plan ID card. It's helpful to have your plan ID card and medication bottle available.



**STEP THERAPY** requires you to try Step 1 drugs before Step 2 drugs can be covered. Step 1 drugs usually cost less and can be used to treat the same conditions as Step 2 drugs. If you already tried a Step 1 drug and it didn't meet your needs, or your doctor wants you to keep taking your Step 2 drug(s), your doctor will need to ask for a prior authorization (PA). If the PA is approved, you may continue to fill your prescription(s) as usual. If the PA is not approved, you will have to pay the full cost of the drug(s). In some situations, coverage for your original medication may be extended if you need extra time to review your options with your doctor. We encourage you to discuss your treatment and medication options with your doctor.

## Medical/Rx Employee Contributions

	CareFirst BlueCross Blue Shield			
	BlueChoice Advantage EPO		BlueChoice Advantage PPO	
	2026 Per Pay Cost	2026 Annual Cost	2026 Per Pay Cost	2026 Annual Cost
<b>Employee</b>	<b>\$40.02</b>	<b>\$1,040.52</b>	<b>\$64.88</b>	<b>\$1,686.88</b>
<b>Employee/ Child</b>	<b>\$70.03</b>	<b>\$1,820.78</b>	<b>\$113.54</b>	<b>\$2,952.04</b>
<b>Employee/ Spouse</b>	<b>\$80.04</b>	<b>\$2,081.04</b>	<b>\$129.76</b>	<b>\$3,373.76</b>
<b>Family</b>	<b>\$110.05</b>	<b>\$2,861.30</b>	<b>\$178.42</b>	<b>\$4,638.92</b>

All costs shown are employee costs for Medical/Rx coverage.

# Dental Insurance - Delta Dental

The County offers you a choice of two Dental Preferred Provider (PPO) plans through Delta Dental. A Basic Dental Plan and an Enhanced Dental Plan. The following chart outlines the Basic and the Enhanced dental plan options. The Delta Dental PPO program allows you the freedom to visit any licensed dentist, including a dentist from our Delta Dental Premier network. **However, you will pay the lowest amount for services when you visit a Delta Dental PPO dentist.**

DELTA DENTAL PPO PLANS	BASIC	ENHANCED
DIAGNOSTIC & PREVENTIVE (D&P) * Exams, cleanings, x-rays, and sealants. Two per calendar year.	100% **	100% **
BASIC SERVICES Fillings, simple extractions, root canals, gum treatment, oral surgery	80% **	80% **
MAJOR SERVICES* Crowns, inlays, onlays, cast restorations, bridges, dentures, and implants.	50% **	50% **
DEDUCTIBLE per calendar year (Waived for Diagnostic & Preventive Services)	\$50 per person \$150 per family	\$25 per person \$75 per family
MAXIMUM per calendar year Diagnostic & Preventive (D&P) services are excluded from annual maximum when using a PPO/Premier dentist.	\$1,500/person per calendar year	\$2,000/person per calendar year
ORTHODONTIC BENEFITS	50% ** Dependent children to age 19	50% ** Adults and dependent children
ORTHODONTIC MAXIMUMS	\$1,500 Lifetime	\$3,000 Lifetime

\*Reimbursement is based on Delta Dental maximum contract allowances and not necessarily each dentist's submitted fees.

\*\*Reimbursement is based on PPO contracted fees for PPO dentist. Premier contracted fees for Premier dentist and Premier contracted fees for non-Delta Dental PPO dentist.

## Dental Employee Contributions

	BASIC PPO PLAN		ENHANCED PPO PLAN	
	2026 Per Pay Cost	2026 Annual Cost	2026 Per Pay Cost	2026 Annual Cost
Employee	\$5.46	\$141.96	\$9.39	\$244.14
Employee/ Child	\$11.21	\$291.46	\$19.91	\$517.66
Employee/ Spouse	\$11.21	\$291.46	\$19.91	\$517.66
Family	\$17.03	\$442.78	\$30.13	\$783.38

All costs shown are employee costs for Dental coverage.

# Vision Insurance - VSP

The County offers vision coverage through VSP. As a Vision Service Plan (VSP) member, you'll get access to savings and personalized vision care from a VSP network doctor for you and your family. An annual eye exam not only helps you see well, but helps a doctor detect signs of eye conditions and health conditions, like diabetes and high blood pressure.

The following chart outlines the coverage available under the County Vision plan when you use a VSP provider:

VSP Choice		
Benefit	Description Coverage with VSP Provider – VSP CHOICE	Copay
<b>WellVision Exam</b>	Focuses on your eyes and overall wellness. Frequency - Every 12 months	<b>\$10</b>
<b>Essential Medical Eye Care</b>	Retinal Screening for members with diabetes.	<b>\$0</b>
	Additional exams & services beyond routine care to treat immediate issues from pink eye to sudden changes in vision or to monitor ongoing conditions such as dry eye, diabetic eye disease, glaucoma, and more. (Coordination with your medical coverage may apply. Ask your VSP doctor for details.)	<b>\$20 per exam</b>
<b>Prescription Glasses</b>		<b>\$10</b>
<b>Frame</b>	\$150 frame allowance \$170 featured frame brands allowance 20% savings on the amount over your allowance \$150 Walmart/Sam's Club frame allowance \$80 Costco frame allowance Frequency - Every 12 months	<b>Included in Prescription Glasses copay</b>
<b>Lenses</b>	Single vision, lined bifocal, and lined trifocal lenses Impact-resistant lenses for dependent children Frequency – Every 12 months	<b>Included in Prescription Glasses copay</b>
<b>Lens Enhancements</b>	Standard progressive lenses Premium progressive lenses Custom progressive lenses Average savings of 30% on other lens enhancements	<b>\$0</b> <b>\$95-\$105</b> <b>\$150-\$175</b>
<b>Contacts (Instead of glasses)</b>	\$130 allowance for contacts; copay does not apply Contact lens exam (fitting and evaluation) Frequency - Every 12 months	<b>Up to \$60</b>
<b>EXTRA SAVINGS</b>	<b>Routine Retinal Screening</b> - No more than a \$39 copay as an enhancement to a WellVision Exam. <b>Laser Vision Correction</b> - Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities.	

## Vision Employee Contributions

	2026 Per Pay Cost	2026 Annual Cost
Employee	\$0.53	\$13.78
Employee/Child	\$0.93	\$24.18
Employee/Spouse	\$1.06	\$27.56
Family	\$1.46	\$37.96

# Life, AD&D, and LTD Insurance - The Standard

## Basic Life Insurance and Accidental Death And Dismemberment (AD&D)

Life insurance helps protect your family from financial risk and sudden loss of income in the event of your death. Accidental Death and Dismemberment (AD&D) insurance provides an additional benefit if you lose your life, sight, hearing, speech, or limbs in an accident. Life and AD&D Insurance is provided through The Standard.

Carroll County Government provides full-time employees with Basic Group Term Life insurance equal to one times annual earnings to a maximum of \$250,000. The Basic life insurance plan automatically includes AD&D coverage, which provides protection and additional benefits in the event of your death or dismemberment due to a covered accident. If you die as a result of an accident, the AD&D benefit will be equal to your basic life benefit amount. For other covered losses, a percentage of the AD&D benefit will be payable. Under the policy, insurance coverage reduces by 35% at age 65, 50% at age 70, and 75% at age 75.

Carroll County Government pays 100% of the premium for Basic Life and Accidental Death and Dismemberment insurance.

## Additional Life Insurance

Participation in additional life insurance is voluntary, and premiums are paid by you through bi-weekly payroll deductions. Consider whether your Basic Life Insurance benefit would be sufficient to help your family meet daily expenses, maintain their standard of living, pay off debt, and fund your children's education. If not, you may wish to apply for additional coverage now. You may also choose to enroll your spouse or eligible children for additional life insurance coverage. To enroll your spouse or children for additional life insurance they must not be full-time member(s) of the armed forces, insured by more than one employee or insured as an individual and a dependent under this Carroll County Government policy.

You can purchase coverage for yourself in increments of one, two, or three times your annual salary up to \$500,000. Spouse coverage is available in increments of \$5,000 to a maximum of \$50,000, but not to exceed 50% of your combined Basic and Additional life coverage. Under this policy, insurance coverage reduces by 35% at age 65, 50% at age 70, and 75% at age 75. During initial enrollment, you may apply for coverage up to two times your annual earnings or \$300,000, whichever is less, without providing medical evidence of insurability. Any request for additional coverage beyond that amount—or a request for enrollment after your initial eligibility—will be subject to medical underwriting. The chart below outlines the monthly cost of purchasing additional coverage for yourself and your dependents.

## Additional Life Insurance Monthly Rates

Age	Employee and Spouse Rate/\$1,000	Children
<30	\$0.06	\$5,000 in coverage for an annual cost of \$2.40, no matter how many children you cover.  Eligible children are unmarried, not a member of the armed forces and are covered until the end of the year they turn 26
30-34	\$0.08	
35-39	\$0.09	
40-44	\$0.10	
45-49	\$0.15	
50-54	\$0.24	
55-59	\$0.45	
60-64	\$0.69	
65-69	\$1.33	
70-74	\$2.16	
75-79	\$3.51	
80+	\$6.16	

**Please refer to the Benefits Election Form for help with calculating your Annual Additional Life Insurance benefit cost.**

## **Short-Term Disability (STD)**

Short Term Disability (STD) coverage provides partial salary replacement (approximately 75%) to eligible employees who are unable to work due to a non-work-related accident, injury, or illness. Benefits begin after a 7-day waiting period from the date determined as the date of disability, and after all accrued leave has been exhausted. Employees will accrue weekly benefit eligibility but cannot receive STD benefits until after the first six months of employment.

## **Long-Term Disability (LTD)**

The County provides eligible full-time employees a Long-Term Disability (LTD) plan. The County pays 100% of the premium. Long-Term Disability is meant to provide protection for more significant disabilities that cause you to be out of work for longer than 180 days. The Plan pays a benefit of 60 % of monthly pay up to a maximum monthly benefit of \$7,500. Benefits are paid monthly. The benefit duration is based on your age at the time of disability. Refer to The Standard Booklet Certificate for complete plan provisions, limitations and exclusions.

## **Death Benefit**

The beneficiary of any employee with at least one year of full-time County service will receive prompt payment of one month's salary upon the death of the employee, to assist in the payment of immediate expenses related to death.



# Flexible Spending Accounts - Flexible Benefits Administrators (FBA)

Flexible Spending Accounts (FSAs) allow you to reduce your taxable income by setting aside pre-tax dollars from each paycheck to pay for eligible out-of-pocket health care and dependent care expenses for you and your family. There are two types of FSAs: Health Care FSA and Dependent Care FSA. You can elect one or both of these accounts. The FSAs are administered by Flexible Benefit Administrators (FBA).

All employees who participate in a Flexible Spending Account will receive a Debit Card they can use to pay for qualified expenses. You may also pay up front for expenses and get reimbursed at [fba.wealthcareportal.com](http://fba.wealthcareportal.com). Remember to keep your receipts, as you may need to verify your debit card purchases for the IRS.



## IMPORTANT!

You must re-enroll each year if you want to participate in the FSAs. Once you have enrolled, you cannot change your election during the plan year, unless you have a qualifying life event.

## Health Care FSA

With this account, you can pay for your out-of-pocket healthcare expenses for yourself, your spouse and all your tax dependents for healthcare services that are incurred during the Plan Year and while an active participant. Eligible expenses are those incurred for the diagnosis, cure, mitigation, treatment, or prevention of disease, or for affecting any structure or function of the body.

**The Healthcare account is a pre-funded account.** This means you can submit a claim for medical expenses on the first day of the Plan Year and you will be reimbursed your total claim amount up to your annual election. The funds that you are pre-funded will be recovered as deductions taken from your paycheck on a pre-tax basis.

- **Contribution Limits:** The maximum you may place in this account for the Plan Year is \$3,400.
- **Forfeiting Funds:** Plan carefully! Unused funds will be forfeited as governed by the IRS's "use-it-or-lose-it" rule. The County has increased the Healthcare FSA rollover to \$680.
- **Benefits Card:** Your benefits debit card gives you access to the funds in the tax-advantaged benefits accounts by swiping the card at the point of sale. The card can be used at any qualified service provider that accepts Mastercard. Funds are automatically transferred from the benefit account directly to the qualified providers with no out-of-pocket cost and no need to file a claim for reimbursement.

## Dependent Care FSA

Dependent Care Reimbursement. This account allows you to pay for day care expenses for your dependents with tax-free dollars. The Dependent Care FSA is NOT a Pre-Funded Account! This means that you will only be reimbursed up to your account balance at the time you submit your claim. If your claim is for more than your account balance, the unreimbursed portion of your claim will be tracked by Flexible Benefit Administrators, Inc. You will be automatically reimbursed as additional deductions are deposited into your account.

- **Contribution Limits:** The annual maximum contribution may not exceed: \$7,500 (\$3,750 if married filing separately).
- **Eligible Dependents** are defined as:
  - A child under age 13 who qualifies as a dependent on your Federal Income Taxes
  - Any other dependents, including a disabled spouse, disabled children over age 13 and elderly parents, who depend on you for financial support, qualify as dependents for tax purposes, and are incapable of self-care
- **Forfeiting Funds:** Plan carefully! Unused funds will be forfeited as governed by the IRS "use-it-or-lose-it" rule. There is not a rollover provision to the Dependent Care FSA.

## How to Enroll in Our FSA Plan:

1

Carefully estimate your eligible Healthcare and Day Care/Aged Adult Care expenses for the upcoming Plan Year. Then use our online FSA Educational Tools located at <https://fba.wealthcareportal.com/> to help you determine your total expenses for the Plan Year.

2

Complete your enrollment on the benefit selection form during the enrollment period, which instructs payroll to deduct a certain amount of money for your expenses. This amount will be contributed on a pre-tax basis from your paychecks to your FSA. Remember the amount you elect will be set aside before any Federal, State, and FICA taxes are calculated.

## Employee Assistance Program (EAP) - BHS

To support a healthy and productive workplace, Carroll County Government offers an integrated employee assistance program that connects you to solutions designed to improve your life, boost your productivity, and transform your work-life experience. Carroll County Government's EAP services through BHS provides free, confidential, in-the-moment support to help with personal or professional problems that may interfere with work or family responsibilities. Employees and their household members have unlimited telephonic access to EAP and work-life services and up to six face-to-face (or virtual) EAP counseling sessions per person, per issue, per year. An EAP session or visit is defined as a 45-50 minute, in-person counseling (individual/couple or family) session.

Call 800-327-2251 for direct, 24/7 access to a BHS Care Coordinator, who will confidentially answer your call, understand your need, assist with any emergencies, and connect you to the appropriate resources. They will then follow up with you to ensure your satisfaction and progress.

Text 800-327-2251 to ask a question about the program, get in-the-moment support (routine needs only) or initiate services. All texts will be answered within one (1) business day\*. To start a conversation, simply send a text and use one of the following hashtags: #BEBETTER to connect with a master's level Care Coordinator #WORKLIFE to connect with a Work-Life Resources specialist

\*Text users must be 18 or older. Not available for CA residents. Text Services are not intended for emergencies or urgent issues – please call 9-1-1 or 800-327-2251 for immediate help.

Online Portal: [Portal.BHSONline.com](https://Portal.BHSONline.com) Username: CARROLL

The MyBHS Portal provides access to services, contains information about your program and offers unlimited access to more than 500,000 tools, resources & trainings on a variety of well-being and skill-building topics. Live Chat connects you with an available BHS Care Coordinator to answer questions, provide in-the-moment support or to initiate services. Or, fill out the Service Request Form and a BHS Care Coordinator will respond within one (1) business day.

## What Types of Issues Does an EAP Address?

- **Relationships:** Spouse/Children; Customers, Boss/Co-worker; Friends
- **Transitions:** Marriage/Divorce; Promotions/Retirement; Birth/Death; Health/Illness
- **Risks:** Depression/Anxiety; Burnout/Anger; Suicidal Thoughts; Substance Abuse
- **Challenges:** Stress/Conflict; Parenting/Balance; Financial/Legal; Daily Responsibilities

## Work-Life Solutions

**Childcare:** BHS provides up-to-date, carefully screened, national resources and referrals for a range of childcare needs including Adoption & Special Needs; Before and After School Programs; Family Daycare and Group Homes; Nanny and Au Pair Services; Nurseries and Preschools; Summer Camps.

**Eldercare:** BHS provides up-to-date, national resources and referrals for a range of eldercare needs including Home-Based Services: Nutrition, Meals on Wheels, Cleaning & Repair; Housing; Retirement Communities, Subsidized Housing; In-Home Care: Medical & Nursing Rehabilitation Services. Inpatient Services: Nursing Homes, Intermediate Care Facilities, Respite Care & Assisted Living Facilities; Older Adult Services

**Legal:** When faced with a legal matter, simply contact BHS and you will be connected to an attorney with expertise specific to your needs. Legal benefits under the program include Free 30-minute consultations; In office or telephonic with local plan providers; Each consultation must be over a new legal topic; 25% off the attorney's hourly rate when an hourly rate is quoted for services beyond consultation.

**Financial:** You and your household members can access unlimited telephonic financial counseling, information, and education from BHS' team of highly-training financial counselors. Typical financial matter includes Budgeting; College Funding; Credit Counseling; Debt Management & Consolidation; Retirement funding.

## Resources

Coverage	Contact	Phone Number	Website/Email
Medical/Rx	CareFirst Blue Cross Blue Shield	1-833-536-2170	<a href="http://member.carefirst.com">member.carefirst.com</a> or CareFirst app
Telehealth	CloseKnit	N/A	<a href="http://member.carefirst.com">member.carefirst.com</a> or CloseKnit app
Dental	Delta Dental	1-800-932-0783	<a href="http://www.deltadentalins.com">www.deltadentalins.com</a>
Vision	Vision Service Plan (VSP)	1-800-877-7195	<a href="http://www.vsp.com">www.vsp.com</a>
Flexible Spending Accounts (FSAs)	Flexible Benefit Administrators (FBA)	1-800-437-3539	<a href="http://fba.wealthcareportal.com">fba.wealthcareportal.com</a>
Life/AD&D	The Standard	1-800-628-8600	<a href="http://www.standard.com">www.standard.com</a>
Long-Term Disability (LTD)	The Standard	1-800-368-1135	<a href="http://www.standard.com">www.standard.com</a>
Short-Term Disability (STD)	Department of Human Resources	410-386-2129	<a href="mailto:benefits@carrollcountymd.gov">benefits@carrollcountymd.gov</a>
Employee Assistance Program (EAP)	BHS	1-800-327-2251	<a href="http://portal.BHSONline.com">portal.BHSONline.com</a>
Benefits Office	Department of Human Resources	410-386-2129	<a href="mailto:benefits@carrollcountymd.gov">benefits@carrollcountymd.gov</a>

# Frequently Asked Questions (FAQ)

## **Q: When will I receive my insurance cards?**

**A:** Your CareFirst/CareFirst Rx BlueChoice Advantage card will arrive by your effective date. You may access an electronic version of your card on your effective date by creating an online account at [member.carefirst.com](https://member.carefirst.com). Be sure to take your new ID card to the doctor's office and pharmacy for all services you receive after your effective date.

You do not receive a card for your vision benefit, simply indicate to your provider that VSP is your insurance carrier. You may create an online account at [www.vsp.com](https://www.vsp.com) using your personal information to find a provider.

Delta Dental doesn't send cards to our employees. To access a paper card, you will need to create an online account at [www.deltadentalins.com](https://www.deltadentalins.com). Your member number is your Social Security Number, our group number is 3283, and our coverage is with Delta Dental of Pennsylvania.

## **Q: Can I add my domestic partner as a dependent?**

**A:** No, the only type of partner that is covered is your legal spouse.

## **Q: My child is turning 26 this month, do I need to remove them?**

**A:** Dependent Children may stay on your insurance plan through the end of the year in which they turn 26. (December 31st). They will receive a COBRA letter notifying them of their upcoming loss of coverage.

## **Q: Can I opt out of the medical insurance but still purchase dental and/or vision?**

**A:** Yes!

## **Q: How can I see who is in-network?**

**A:** For BlueChoice Advantage medical providers, go to [member.carefirst.com](https://member.carefirst.com)

For Delta Dental dental providers, go to [deltadentalins.com](https://deltadentalins.com)

For vision providers, go to [vsp.com](https://vsp.com)

## **Q: Is this a Whole life or Term life insurance policy?**

**A:** Term. Your life insurance will terminate the day you terminate from employment with Carroll County Government. If you leave employment or retire you may be able to keep the life insurance by purchasing through Standard directly, but it will cost more than what you pay while you are employed.

## **Q: How can I update my beneficiaries?**

**A:** Email the benefits team at [benefits@carrollcountymd.gov](mailto:benefits@carrollcountymd.gov) for blank beneficiary forms & a copy of who you currently have designated.

# Required Important Notices

## Women's Health And Cancer Rights Act Of 1998

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). 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 lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan. If you would like more information on WHCRA benefits, call your plan administrator at 410-386-2129.

## Medicare Part D

Important Notice from Carroll County Government about Your Prescription Drug Coverage and Medicare. Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Carroll County Government and about your options under Medicare's prescription drug coverage. This information can help you decide whether you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

**1** Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.

**2** Carroll County Government has determined that the prescription drug coverage offered by Carroll County Government is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

### When can you join a Medicare drug plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th to December 7th. However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

## **What happens to your current coverage if you decide to join a Medicare drug plan?**

If you are a Medicare-eligible active employee and decide to join a Medicare drug plan, your current coverage with Carroll County Government will not be affected. You can keep this coverage if you join a Medicare drug plan and this plan will coordinate with your Medicare drug coverage. Your current coverage pays for other health expenses in addition to prescription drugs. If you enroll in a Medicare prescription drug plan, you and your eligible dependents will still be eligible to receive all of your current health and prescription drug benefits. If you do decide to join a Medicare drug plan and drop your medical and prescription drug coverage through Carroll County Government, be aware that you and your dependents will not be able to get this coverage back until the next open enrollment period as long as you remain an active employee.

If you are a Medicare-eligible retiree, and drop your current Carroll County Government coverage, be aware that you and your dependents will not be able to get this coverage back and will have to find coverage elsewhere.

## **When will you pay a higher premium (penalty) to join a Medicare drug plan?**

You should also know that if you drop or lose your current coverage with Carroll County Government and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

## **For more information about this notice or your current prescription drug coverage...**

You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through Carroll County Government changes. You also may request a copy of this notice at any time.

## **For more information about your options under Medicare prescription drug coverage...**

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare prescription drug coverage:

- Visit [www.medicare.gov](http://www.medicare.gov)
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call them at 1-800-772-1213 (TTY 1-800-325-0778).

- Name of Entity/Sender: Carroll County Government
- Contact-Position/Office: Department of Human Resources
- Address: 225 North Center Street Westminster, MD 21157
- Phone Number: 410-386-2129



**REMEMBER!** Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

# HIPAA Privacy Notice - Your Information. Your Rights. The Plan's Responsibilities.

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

## Your Rights

You have the right to:

- Get a copy of your health and claims records
- Correct your health and claims records
- Request confidential communications
- Ask the Plan to limit the information the Plan shares
- Get a list of those with whom the Plan has shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

## The Plan's Uses and Disclosures

The Plan may use and share your information to:

- Help manage the health care treatment you receive
- Help administer and review the operation of the Plan
- Pay for your health services
- Administer your health plan
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests and work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

## Privacy Contact for questions about the Plan's Health Information Privacy Practices:

Carroll County Government  
c/o Division Manager, Employee Well-being  
225 N. Center Street, Room 100  
Westminster, MD 21157  
410-386-2129

## Introduction

The health plans sponsored by Carroll County Government (referred to in this Notice as the “**Health Plans**” or just the Plan) may use or disclose health information about participants and their covered dependents as required for purposes of administering the Health Plans. Some of these functions are handled directly by Carroll County Government, while other functions are performed by other service providers under contract with the Health Plans or by insurance carriers.

This Notice applies to each Health Plan sponsored by Carroll County Government, including but not limited to plans that provide medical, vision, prescription drug, dental, long-term care, and health care flexible spending account benefits (if any). However, for any benefits that are provided through insurance contracts, you will receive a separate notice, similar to this one, from the insurer and only that notice will apply to the insurer's uses or disclosures of your health information.

The Plan is required by law to maintain the privacy of certain health information about you and to provide you this Notice of the Plan's legal duties and privacy practices with respect to that protected health information. This Notice also provides details regarding certain rights you may have under federal law regarding medical information about you that is maintained by the Plan.

The Plan is required by law to abide by the terms of this Notice while it is in effect. **This Notice is effective beginning February 16, 2026, and will remain in effect until it is revised.**

If the Plan's health information privacy practices, policies and/or procedures are changed so that any part of this Notice is no longer accurate, the Plan will revise this Privacy Notice. A copy of any revised Privacy Notice will be available upon request to the Privacy Contact Person indicated later in this Notice. Also, if required under applicable law, the Plan will automatically provide a copy of any revised notice to employees who participate in the Plan. The Plan reserves the right to apply any changes in its health information policies and/or procedures retroactively to all health information maintained by the Plan, including information that the Plan received or created before those policies/procedures were revised.

## **Your Rights**

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

### **Get a copy of health and claims records**

- You can ask to see or get a copy of your health and claims records and other health information we have about you. Ask us how to do this.
- The Plan will provide a copy or a summary of your health and claims records, usually within 30 days of your request. The Plan may charge a reasonable, cost-based fee.

### **Ask the Plan to correct health and claims records**

- You can ask the Plan to correct your health and claims records if you think they are incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but we'll tell you why in writing within 60 days.

### **Request confidential communications**

- You can ask the Plan to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- The Plan will consider all reasonable requests and must say "yes" if you tell us, you would be in danger if we do not.

### **Ask the Plan to limit what it uses or shares**

- You can ask the Plan not to use or share certain health information for treatment, payment, or the Plan's operations.
- The Plan is not required to agree to your request and may say "no" if it would negatively affect the administration of the Plan.

### **Get a list of those with whom we've shared information**

- You can ask for a list (accounting) of the times the Plan has shared your health information for 6 years prior to the date you ask, who received it, and why.
- The Plan will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked the Plan to make). The Plan will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

### **Get a copy of this privacy notice**

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

### **Choose someone to act for you**

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- The Plan will make sure the person has this authority and can act for you before taking any action.

### **File a complaint if you feel your rights are violated**

- You can complain if you feel the Plan has violated your rights by contacting the Plan using the Privacy Contact information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- Carroll County Government will not retaliate against you for filing a complaint.

## Your Choices

**For certain health information, you can tell the Plan your choices about what it may share.** If you have a clear preference for how the Plan shares your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

You have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in payment for your care
- Share information in a disaster relief situation

*If you are not able to tell the Plan your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. The Plan may also share your information when needed to lessen a serious and imminent threat to health or safety, as permitted by law.*

In these cases, the Plan will *never* share your information unless you give us written permission:

- Marketing purposes
- Sale of your information

## The Plan's Uses and Disclosures

### How does the Plan typically use or share your health information?

The Plan typically uses or shares your health information in the following ways, including for treatment, payment and health care operations, except where 42 CFR Part 2 ("Part 2") imposes stricter rules regarding substance use disorder (SUD) information. See the discussion of the special rules that apply to certain SUD records below as we will not disclose your SUD information subject to Part 2 without your written consent, except as expressly permitted by Part 2.

### Pay for your health services

The Plan can use and disclose your health information to pay for your health services.

*Example: The Plan processes your health care claims to coordinate payment to providers or to reimburse you for eligible expenses you have paid.*

### Health care operations

- The Plan may use or disclose PHI for purposes that are related to the operation of the Plan including utilization review programs, quality assurance reviews, insurance or reinsurance contract renewals and other functions that are appropriate for purposes of administering the Plan.
- The Plan is not allowed to use genetic information to decide whether to offer you coverage or the price of that coverage.

*Example: The Plan may use health information about you to offer wellness program services for you.*

### Help manage the health care treatment you receive

The Plan may use your health information and share it with professionals who are treating you.

*Example: A doctor sends the Plan information about your diagnosis and treatment plan so we can arrange additional services.*

### Administer your plan

The Plan may disclose your health information to the plan sponsor for plan administration.

*Example: A business associate for the Plan may provide certain statistics to the plan sponsor to explain the costs of the Plan.*

### How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law, including those described in the discussion of the special rules that apply to certain SUD records below, before we can share your information for these purposes.

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

## Help with public health and safety issues

The Plan can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

## Do research

The Plan can use or share your information for health research.

## Comply with the law

The Plan will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that the Plan is complying with federal privacy law.

## Respond to organ and tissue donation requests and work with a medical examiner or funeral director

- The Plan can share health information about you with organ procurement organizations.
- The Plan can share health information with a coroner, medical examiner, or funeral director when an individual dies.

## Address workers' compensation, law enforcement, and other government requests

The Plan can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

## Respond to lawsuits and legal actions

The Plan can share health information about you in response to a court or administrative order, or in response to a subpoena.

## The Plan's Responsibilities

- The Plan is required by law to maintain the privacy and security of your protected health information in the manner required by applicable law, including the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA") and information subject to more stringent protections under other applicable law such as Part 2 relating to SUD diagnosis, treatment, or referral.
- The Plan will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- The Plan must follow the duties and privacy practices described in this notice (as may be amended from time to time) and give you a copy of it.
- The Plan will not use or share your information other than as described here unless you authorize the Plan, in writing, to use or share your information for another purpose. If you tell us we can use information for some other purpose, you may change your mind at any time. Let the Plan know in writing if you change your mind.
- **Please note that protected health information shared with entities not bound by HIPAA (e.g., law enforcement, etc.) may be re-disclosed and lose federal protection. That is, if the Plan shares your health information (as permitted by HIPAA) with a recipient that is not subject to HIPAA, your health information may be re-disclosed by that recipient and may no longer be protected by federal privacy laws.**

*Example: If you authorize the disclosure of your health information to a third party in connection with a legal action, that information may not be protected under HIPAA once shared with the third party.*

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

## **Special Protections for Substance Use Disorder (SUD) Information Under 42 CFR Part 2 (“Part 2”)**

The Plan may receive SUD treatment information from providers or programs covered by 42 CFR Part 2 (42 USC 290dd-2) (a “Part 2 Program”), other HIPAA covered entities (that are not Part 2 Programs), or the business associates of HIPAA covered entities. Part 2 provides stricter confidentiality protections than HIPAA. For example, we may only receive SUD treatment information that is subject to Part 2 if you consent to the disclosure or as otherwise permitted by law.

When we lawfully receive such information, we will only use and disclose it (or testimony relating the content of such records) as follows:

- You provide the Plan with your written consent for the use or disclosure.
- A court order entered after notice and an opportunity to be heard and that meets the requirements of Part 2 authorizes the disclosure.
- The disclosure is permitted without your consent by Part 2 regulations (such as in the case of medical emergencies, to public health authorities in certain cases where the records have been de-identified, or for scientific research, audit or evaluation in certain cases, etc.).
- The Plan received SUD information about you from a Part 2 Program, other HIPAA covered entity or HIPAA business associate through your consent to uses and disclosures of your SUD records for purposes of treatment, payment or health care operations and the Plan uses or further discloses your SUD records for any of the purposes permitted by HIPAA as described elsewhere in this Notice. Note that in this circumstance the consent through which the Plan received your SUD records was limited to treatment, payment and health care operations but Part 2 rules permit the Plan to more broadly redisclose those records for any purpose permitted by HIPAA.

In no event, however, will the Plan use or disclose your SUD records subject to Part 2 (or testimony that describes the information contained in such records), in any civil, criminal, administrative, or legislative proceedings against you, unless (a) you provide written consent or (b) unless we are required to do so pursuant to a court order after you (or the holder of the record) are provided notice of the court order and the opportunity to be heard in the manner required by applicable law. A court order authorizing use or disclosure must be accompanied by a subpoena or other legal requirement compelling disclosure before the requested record is used or disclosed. Information disclosed pursuant to Part 2 or HIPAA may be subject to redisclosure and may no longer be protected by federal law.

## **Notice of Cobra Continuation Coverage Rights**

You're getting this notice because you recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it. When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator. You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

## **What is COBRA continuation coverage?**

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to Carroll County Government, and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary. The retired employee's spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

## **When is COBRA continuation coverage available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- Commencement of a proceeding in bankruptcy with respect to the employer; or
- The employee's becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs.

## How is COBRA continuation coverage provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

- Disability extension of 18-month period of COBRA continuation coverage: If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.
- Second qualifying event extension of 18-month period of continuation coverage: If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

## Are there other coverage options besides COBRA continuation coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicare, Medicaid, Children's Health Insurance Program (CHIP), or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at [www.healthcare.gov](http://www.healthcare.gov).

## Can I enroll in Medicare instead of COBRA continuation coverage after my group health plan coverage ends?

In general, if you don't enroll in Medicare Part A or B when you are first eligible because you are still employed, after the Medicare initial enrollment period, you have an 8-month special enrollment period to sign up for Medicare Part A or B, beginning on the earlier of:

- The month after your employment ends; or
- The month after group health plan coverage based on current employment ends.

If you don't enroll in Medicare and elect COBRA continuation coverage instead, you may have to pay a Part B late enrollment penalty and you may have a gap in coverage if you decide you want Part B later. If you elect COBRA continuation coverage and later enroll in Medicare Part A or B before the COBRA continuation coverage ends, the Plan may terminate your continuation coverage. However, if Medicare Part A or B is effective on or before the date of the COBRA election, COBRA coverage may not be discontinued on account of Medicare entitlement, even if you enroll in the other part of Medicare after the date of the election of COBRA coverage.

If you are enrolled in both COBRA continuation coverage and Medicare, Medicare will generally pay first (primary payer) and COBRA continuation coverage will pay second. Certain plans may pay as if secondary to Medicare, even if you are not enrolled in Medicare. For more information visit <https://www.medicare.gov/medicare-and-you>.

If you have questions concerning your Plan, or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit [www.HealthCare.gov](http://www.HealthCare.gov).

**Keep your plan informed of address changes:**

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**Plan Contact Information:**

Lisa Huber  
 Health Benefits Coordinator  
 Carroll County Government  
 225 North Center Street  
 Westminster, Maryland 21157  
 (410) 386-2129

## Premium Assistance Under Medicaid And The Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit [www.healthcare.gov](http://www.healthcare.gov).

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or [www.insurekidsnow.gov](http://www.insurekidsnow.gov) to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at [www.askebsa.dol.gov](http://www.askebsa.dol.gov) or call 1-866-444-EBSA (3272).

**If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2025. Contact your State for more information on eligibility.**

ALABAMA – Medicaid	ALASKA – Medicaid
<b>Website:</b> <a href="http://myalhipp.com/">http://myalhipp.com/</a> <b>Phone:</b> 1-855-692-5447	<b>The AK Health Insurance Premium Payment Program</b> <b>Website:</b> <a href="http://myakhipp.com/">http://myakhipp.com/</a> <b>Phone:</b> 1-866-251-4861 <b>Email:</b> <a href="mailto:CustomerService@MyAKHIPP.com">CustomerService@MyAKHIPP.com</a> <b>Medicaid Eligibility:</b> <a href="https://health.alaska.gov/dpa/Pages/default.aspx">https://health.alaska.gov/dpa/Pages/default.aspx</a>
ARKANSAS – Medicaid	CALIFORNIA – Medicaid
<b>Website:</b> <a href="http://myarhipp.com/">http://myarhipp.com/</a> <b>Phone:</b> 1-855-MyARHIPP (855-692-7447)	<b>Health Insurance Premium Payment (HIPP) Program Website:</b> <a href="http://dhcs.ca.gov/hipp">http://dhcs.ca.gov/hipp</a> <b>Phone:</b> 916-445-8322; <b>Fax:</b> 916-440-5676; <b>Email:</b> <a href="mailto:hipp@dhcs.ca.gov">hipp@dhcs.ca.gov</a>

<b>COLORADO – Health First Colorado (Colorado’s Medicaid Program) &amp; Child Health Plan Plus (CHP+)</b>	<b>FLORIDA – Medicaid</b>
<b>Health First Colorado Website:</b> <a href="https://www.healthfirstcolorado.com/">https://www.healthfirstcolorado.com/</a> <b>Health First Colorado Member Contact Center:</b> 1-800-221-3943/State Relay 711 <b>CHP+:</b> <a href="https://hcpf.colorado.gov/child-health-plan-plus">https://hcpf.colorado.gov/child-health-plan-plus</a> <b>CHP+ Customer Service:</b> 1-800-359-1991/State Relay 711 <b>Health Insurance Buy-In Program (HIBI):</b> <a href="https://www.mycohibi.com/">https://www.mycohibi.com/</a> <b>HIBI Customer Service:</b> 1-855-692-6442	<b>Website:</b> <a href="https://www.flmedicaidtplrecovery.com/flmedicaidtplrecovery.com/hipp/index.html">https://www.flmedicaidtplrecovery.com/flmedicaidtplrecovery.com/hipp/index.html</a> <b>Phone:</b> 1-877-357-3268
<b>GEORGIA – Medicaid</b>	<b>INDIANA – Medicaid</b>
<b>GA HIPP Website:</b> <a href="https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp">https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp</a> <b>Phone:</b> 678-564-1162 ext. 2131 <b>GA CHIPRA Website:</b> <a href="https://medicaid.georgia.gov/programs/third-party-liability/childrens-health-insurance-program-reauthorization-act-2009-chipra">https://medicaid.georgia.gov/programs/third-party-liability/childrens-health-insurance-program-reauthorization-act-2009-chipra</a> <b>Phone:</b> 678-564-1162 ext. 2131	Healthy Indiana Plan for low-income adults 19-64 <b>Website:</b> <a href="https://www.in.gov/fssa">https://www.in.gov/fssa</a> <b>Phone:</b> 1-877-438-4479 All other Medicaid <b>Website:</b> <a href="https://www.in.gov/medicaid/">https://www.in.gov/medicaid/</a> ; <b>Phone:</b> 1-800-457-4584
<b>IOWA – Medicaid and CHIP (Hawki)</b>	<b>KANSAS – Medicaid</b>
<b>Medicaid Website:</b> <a href="https://dhs.iowa.gov/ime/members">https://dhs.iowa.gov/ime/members</a> ; <b>Medicaid Phone:</b> 1-800-338-8366 <b>Hawki Website:</b> <a href="http://dhs.iowa.gov/Hawki">http://dhs.iowa.gov/Hawki</a> ; <b>Hawki Phone:</b> 1-800-257-8563 <b>HIPP Website:</b> <a href="https://hhs.iowa.gov/ime/members/medicaid-a-to-z/hipp">https://hhs.iowa.gov/ime/members/medicaid-a-to-z/hipp</a> <b>HIPP Phone:</b> 1-888-346-9562	<b>Website:</b> <a href="https://www.kancare.ks.gov/">https://www.kancare.ks.gov/</a> <b>Phone:</b> 1-800-792-4884 <b>HIPP Phone:</b> 1-800-967-4660
<b>KENTUCKY – Medicaid</b>	<b>LOUISIANA – Medicaid</b>
<b>Kentucky Integrated Health Insurance Premium Payment Program (KI-HIPP) Website:</b> <a href="https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx">https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx</a> <b>Phone:</b> 1-855-459-6328; <b>Email:</b> <a href="mailto:KIHIPPPROGRAM@ky.gov">KIHIPPPROGRAM@ky.gov</a> <b>KCHIP Website:</b> <a href="https://kidshealth.ky.gov/Pages/index.aspx">https://kidshealth.ky.gov/Pages/index.aspx</a> <b>Phone:</b> 1-877-524-4718 <b>Kentucky Medicaid Website:</b> <a href="https://chfs.ky.gov/agencies/dms">https://chfs.ky.gov/agencies/dms</a>	<b>Website:</b> <a href="http://www.medicaid.la.gov">www.medicaid.la.gov</a> or <a href="http://www.ldh.la.gov/lahipp">www.ldh.la.gov/lahipp</a> <b>Phone:</b> 1-888-342-6207 (Medicaid hotline) or 1-855-618-5488 (LaHIPP)
<b>MAINE – Medicaid</b>	<b>MASSACHUSETTS – Medicaid and CHIP</b>
<b>Enrollment Website:</b> <a href="https://www.mymaineconnection.gov/benefits/s/?language=en_US">https://www.mymaineconnection.gov/benefits/s/?language=en_US</a> <b>Phone:</b> 1-800-442-6003; TTY: Maine relay 711 <b>Private Health Insurance Premium Webpage:</b> <a href="https://www.maine.gov/dhhs/ofa/applications-forms">https://www.maine.gov/dhhs/ofa/applications-forms</a> <b>Phone:</b> 1-800-977-6740; TTY: Maine relay 711	<b>Website:</b> <a href="https://www.mass.gov/masshealth/pa">https://www.mass.gov/masshealth/pa</a> <b>Phone:</b> 1-800-862-4840; TTY: 711 <b>Email:</b> <a href="mailto:masspremassistance@accenture.com">masspremassistance@accenture.com</a>
<b>MINNESOTA – Medicaid</b>	<b>MISSOURI – Medicaid</b>
<b>Website:</b> <a href="https://mn.gov/dhs/health-care-coverage/">https://mn.gov/dhs/health-care-coverage/</a> <b>Phone:</b> 1-800-657-3672	<b>Website:</b> <a href="http://www.dss.mo.gov/mhd/participants/pages/hipp.htm">http://www.dss.mo.gov/mhd/participants/pages/hipp.htm</a> <b>Phone:</b> 573-751-2005
<b>MONTANA – Medicaid</b>	<b>NEBRASKA – Medicaid</b>
<b>Website:</b> <a href="http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP">http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP</a> <b>Phone:</b> 1-800-694-3084; <b>Email:</b> <a href="mailto:HSHIPPProgram@mt.gov">HSHIPPProgram@mt.gov</a>	<b>Website:</b> <a href="http://www.ACCESSNebraska.ne.gov">http://www.ACCESSNebraska.ne.gov</a> <b>Phone:</b> 1-855-632-7633; <b>Lincoln:</b> 402-473-7000; <b>Omaha:</b> 402-595-1178
<b>NEVADA – Medicaid</b>	<b>NEW HAMPSHIRE – Medicaid</b>
<b>Medicaid Website:</b> <a href="http://dhcfp.nv.gov">http://dhcfp.nv.gov</a> <b>Medicaid Phone:</b> 1-800-992-0900	<b>Website:</b> <a href="https://www.dhhs.nh.gov/programs-services/medicaid/health-insurance-premium-program">https://www.dhhs.nh.gov/programs-services/medicaid/health-insurance-premium-program</a> <b>Phone:</b> 603-271-5218; Toll free number for the HIPP program: 1-800-852-3345, ext. 15218
<b>NEW JERSEY – Medicaid and CHIP</b>	<b>NEW YORK – Medicaid</b>
<b>Medicaid Website:</b> <a href="http://www.state.nj.us/humanservices/dmahs/clients/medicaid/">http://www.state.nj.us/humanservices/dmahs/clients/medicaid/</a> <b>Medicaid Phone:</b> 609-631-2392 <b>CHIP Website:</b> <a href="http://www.njfamilycare.org/index.html">http://www.njfamilycare.org/index.html</a> <b>CHIP Phone:</b> 1-800-701-0710	<b>Website:</b> <a href="https://www.health.ny.gov/health_care/medicaid/">https://www.health.ny.gov/health_care/medicaid/</a> <b>Phone:</b> 1-800-541-2831
<b>NORTH CAROLINA – Medicaid</b>	<b>NORTH DAKOTA – Medicaid</b>
<b>Website:</b> <a href="https://medicaid.ncdhhs.gov/">https://medicaid.ncdhhs.gov/</a> <b>Phone:</b> 919-855-4100	<b>Website:</b> <a href="https://www.hhs.nd.gov/healthcare">https://www.hhs.nd.gov/healthcare</a> <b>Phone:</b> 1-844-854-4825

<b>OKLAHOMA – Medicaid and CHIP</b>	<b>OREGON – Medicaid</b>
<b>Website:</b> <a href="http://www.insureoklahoma.org">http://www.insureoklahoma.org</a> <b>Phone:</b> 1-888-365-3742	<b>Website:</b> <a href="http://healthcare.oregon.gov/Pages/index.aspx">http://healthcare.oregon.gov/Pages/index.aspx</a> <b>Phone:</b> 1-800-699-9075
<b>PENNSYLVANIA – Medicaid and CHIP</b>	<b>RHODE ISLAND – Medicaid and CHIP</b>
<b>Website:</b> <a href="https://www.dhs.pa.gov/providers/Providers/Pages/HIPP-Program.aspx">https://www.dhs.pa.gov/providers/Providers/Pages/HIPP-Program.aspx</a> Program.aspx <b>Phone:</b> 1-800-692-7462 <b>CHIP Website:</b> Children's Health Insurance Program (CHIP) (pa.gov) <b>CHIP Phone:</b> 1-800-986-KIDS (5437)	<b>Website:</b> <a href="http://www.eohhs.ri.gov/">http://www.eohhs.ri.gov/</a> <b>Phone:</b> 1-855-697-4347, or 401-462-0311 (Direct Rlte Share Line)
<b>SOUTH CAROLINA – Medicaid</b>	<b>SOUTH DAKOTA - Medicaid</b>
<b>Website:</b> <a href="https://www.scdhhs.gov">https://www.scdhhs.gov</a> <b>Phone:</b> 1-888-549-0820	<b>Website:</b> <a href="http://dss.sd.gov">http://dss.sd.gov</a> <b>Phone:</b> 1-888-828-0059
<b>TEXAS – Medicaid</b>	<b>UTAH – Medicaid and CHIP</b>
<b>Website:</b> Health Insurance Premium Payment (HIPP) Program   Texas Health and Human Services; <b>Phone:</b> 1-800-440-0493	<b>Utah's Premium Partnership for Health Insurance (UPP) Website:</b> <a href="https://medicaid.utah.gov/upp/">https://medicaid.utah.gov/upp/</a> <b>Email:</b> <a href="mailto:upp@utah.gov">upp@utah.gov</a> <b>Phone:</b> 1-888-222-2542 <b>Adult Expansion Website:</b> <a href="https://medicaid.utah.gov/expansion/">https://medicaid.utah.gov/expansion/</a> <b>Utah Medicaid Buyout Program Website:</b> <a href="https://medicaid.utah.gov/buyout-program/">https://medicaid.utah.gov/buyout-program/</a> <b>CHIP Website:</b> <a href="https://chip.utah.gov/">https://chip.utah.gov/</a>
<b>VERMONT– Medicaid</b>	<b>VIRGINIA – Medicaid and CHIP</b>
<b>Website:</b> Health Insurance Premium Payment (HIPP) Program   Department of Vermont Health Access <b>Phone:</b> 1-800-250-8427	<b>Website:</b> <a href="https://coverva.dmas.virginia.gov/learn/premium-assistance/famis-select">https://coverva.dmas.virginia.gov/learn/premium-assistance/famis-select</a> <a href="https://coverva.dmas.virginia.gov/learn/premium-assistance/health-insurance-premium-payment-hipp-programs">https://coverva.dmas.virginia.gov/learn/premium-assistance/health-insurance-premium-payment-hipp-programs</a> <b>Medicaid/CHIP Phone:</b> 1-800-432-5924
<b>WASHINGTON – Medicaid</b>	<b>WEST VIRGINIA – Medicaid and CHIP</b>
<b>Website:</b> <a href="https://www.hca.wa.gov/">https://www.hca.wa.gov/</a> <b>Phone:</b> 1-800-562-3022	<b>Website:</b> <a href="https://dhr.wv.gov/bms/">https://dhr.wv.gov/bms/</a> <a href="http://mywvhipp.com/">http://mywvhipp.com/</a> <b>Medicaid Phone:</b> 304-558-1700 <b>CHIP Toll-free phone:</b> 1-855-MyWVHIPP (1-855-699-8447)
<b>WISCONSIN – Medicaid and CHIP</b>	<b>WYOMING – Medicaid</b>
<b>Website:</b> <a href="https://www.dhs.wisconsin.gov/badgercareplus/p-10095.htm">https://www.dhs.wisconsin.gov/badgercareplus/p-10095.htm</a> <b>Phone:</b> 1-800-362-3002	<b>Website:</b> <a href="https://health.wyo.gov/healthcarefin/medicaid/programs-and-eligibility/">https://health.wyo.gov/healthcarefin/medicaid/programs-and-eligibility/</a> <b>Phone:</b> 1-800-251-1269

To see if any other states have added a premium assistance program since July 31, 2025, or for more information on special enrollment rights, contact either:

U.S. Department of Labor  
Employee Benefits Security Administration  
[www.dol.gov/agencies/ebsa](http://www.dol.gov/agencies/ebsa)  
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services  
Centers for Medicare & Medicaid Services  
[www.cms.hhs.gov](http://www.cms.hhs.gov)  
1-877-267-2323, Menu Option 4, Ext. 61565

## Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average approximately seven minutes per respondent. Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employee Benefits Security Administration, Office of Policy and Research, Attention: PRA Clearance Officer, 200 Constitution Avenue, N.W., Room N-5718, Washington, DC 20210 or [email ebsa.opr@dol.gov](mailto:ebsa.opr@dol.gov) and reference the OMB Control Number 1210-0137.



Wellness and You Make  
the Difference