



NBA VEBAvision

Bulletin for Bank Employee Benefits Coordinator

Special points of interest:

- Wellness Program Has Successful Start
- Reminders: Verification Reports/Billing
- What Benefits Do Other Banks Offer?
- Review Forms BEFORE Submitting to VEBA!
- What Is PII?

May 2016

Wellness Program: Successful Start!

NBA VEBA recognizes the importance of improving your health and wellness. To assist you and your employees with this we launched a new wellness program on April 1st. It is off to a great start!

This program was made available, at no cost, to all VEBA banks offering Blue Cross and Blue Shield of Nebraska health coverage. We are pleased with the number of banks that agreed to offer the program. Not only is it available to employees, but we have also opened it up to spouses!

Our first challenge, called Take Five: Calm Your Busy Mind, started on May 9th. This is a five-week challenge that will help participants stress less and focus on the positive things in life.

If your bank missed the initial launch of the wellness program there will be another opportunity to participate in April 2017.

Reminders:

Employee Verification Report: The next employee verification report will be sent in June. Please review this report to verify **ALL** employees are listed and covered correctly.

We appreciated everyone reviewing the Enrollee Detail Report that was sent earlier this year. We will send that report again next January.

Also remember, if your bank pays for life or disability coverage, all employees who qualify should be enrolled and listed on the report.

Billings: We Count On You! The VEBA staff makes every effort to see that billing statements are accurate. However, we count on you to be sure all changes have been included for that month. **If we didn't bill it, chances are we didn't get the change request!**

Please be sure to look over your monthly supplemental billings carefully and advise us promptly if something has not billed correctly or if a change has not appeared on the appropriate month's statement. Billings are generated around the 15th of every month for the next month. Thank you for your cooperation.

What benefit plans do other banks offer?

At renewal time, we are often asked to provide information on what other banks offer for benefits to their employees. The following information is a summary of member bank participation in the coverages offered through the VEBA for 2016:

<u>Coverage</u>	<u>Number of banks</u>
Health: 173 banks	
PR500	37 banks
PR1000	30 banks
PR2000	11 banks
PR4000	1 bank
HDHP3000	29 banks
Dual Option PR500/H3000	26 banks
Dual Option PR1000/H3000	39 banks
Dental: 147 banks	
AB	30 banks
ABC	77 banks
ABCD	40 banks
Vision: 128 banks	
VO1 - VSP	118 banks
VO2 - all other providers	10 banks
Extra Group Life: 106 banks	
XL - \$10,000	14 banks
XL1 - one times salary	17 banks
XL2 - two times salary	56 banks
XL3 - three times salary	10 banks
XL4 - four times salary	9 banks
Long Term Disability: 122 banks	
Plan 1 - 180 days	23 banks
Plan 2 - 90 days	99 banks
Short Term Disability: 28 banks	
Plan 1 - 26 weeks w/\$500 max	4 banks
Plan 2 - 26 weeks w/\$1,000 max	3 banks
Plan 3 - 13 weeks w/\$500 max	5 banks
Plan 4 - 13 weeks w/\$1,000 max	16 banks

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Review Forms BEFORE Submitting to VEBA!

As the benefit coordinator for a VEBA bank, it is your responsibility to ensure that enrollment forms have been properly reviewed to ensure the information is legible, all fields on the forms are complete, accurate information is provided (ALL forms representing the same information), and, just as important, they are submitted in a timely manner according to the eligibility period determined by your bank.

We have been noticing that, more frequently, forms are being sent to our office less than complete, with many of the important fields left blank or information not reported accurately on all forms, Social Security numbers being transposed, addresses incomplete, etc. When this occurs, enrollment in the coverages is delayed while staff reaches out to determine what is accurate. Additionally, enrollment forms are more frequently not being submitted in a timely manner. With information submitted incomplete, incorrect, or untimely, you run the risk of delaying benefits for your employees when they need it or benefits can be denied especially for life, disability, dental, or vision.

Here are some tips to assist you and us in these processes:

- When hiring a new employee, please make it part of the employment process to review what benefits are available for the employee to enroll in, making sure they enroll in **all** benefits paid by the bank and only waiving those benefits they have to pay for but do not wish to enroll in. Please express to your employees the importance of completing the forms carefully and accurately to avoid problems with their insurance.
- When existing employees need to make a change, it is important that ALL changes be reported to us on the proper forms and submitted in a timely manner, including name and address changes and any coverage change.
- When an employee terminates, the termination form **MUST** be sent to us in a timely manner so COBRA paperwork can be mailed out in a timely manner for health and dental. The same termination form needs to be submitted if an employee only has vision, life and disability. With life insurance, an employee has 31 days in which to convert their life insurance to an individual policy, if they choose. If we do not receive the termination form within that 31-day period, The Standard **will not** allow conversion for that employee and that could become a legal problem if information was not sent out to the employee in time for that to occur. The easiest way to ensure this is taken care of in a timely manner is to make this part of the employee termination or exit process.
- Lastly, we ask that you, as the employer, **PLEASE ensure everything is complete and submitted to us in a timely manner.** Making this a habit will prevent undue delays for the VEBA staff and problems for your employees down the road.

We thank you and appreciate you taking this responsibility seriously.

What Is PII?

We often talk about the importance of using secure email to protect your employees' personal information. PII is Personally Identifiable Information. This is any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to an individual. Some PII is not sensitive, such as that found on a business card. Other PII is Sensitive PII, which if lost, compromised, or disclosed without authorization, could result in not only substantial harm, embarrassment, inconvenience, or unfairness to an individual, but also employer liability resulting in very serious penalties and a full Health Insurance Portability and Accountability Act (HIPAA) audit.

Sensitive PII requires stricter handling guidelines. Examples of Sensitive PII include a Social Security number (SSN). Other data elements such as a driver's license number, financial information, or medical information, in conjunction with the identity of an individual, are also considered Sensitive PII. In addition, the context of the PII may determine its sensitivity, such as a list of employees with poor performance ratings.

Protect yourself, your employees and your employer. Please always use secure email when your email contains any PII. Please let us know if you have any questions regarding secure email. We will be happy to assist you.