



Schools
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Group

SPD and Plan Document for SIG Member Districts

January, 2021

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SPD and Plan Document Introduction

Schools Insurance Group has prepared the Summary Plan Description (SPD) and Plan Document for its Participating Districts' covered benefits as elected under SIG's benefits offerings. The benefits include Medical, Dental, Vision and Life/AD&D elected under SIG.

Documents do not include FSAs, Voluntary Benefits or other coverages not offered through SIG.



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SPD and Plan Document Introduction

Purpose of Documents

Participating Districts/Employers offering health and welfare benefits should have a written plan document explaining to participants, retirees, and beneficiaries their rights and obligations under the plan in a format that is easy to understand.

Because SIG offers fully-insured plans, these concepts are included in the carrier insurance contracts managed by SIG as the Contract Administrator. Those contracts sometimes do not provide important language in plan documents which may include, but are not limited to:

- The Process of amending the plan;
- Individuals who may amend the plan;
- QMCSO procedures (sample document available);
- HIPAA Privacy and Security provisions; and
- Distribution of assets upon plan termination.



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SPD and Plan Document Introduction

Best practices for health and welfare benefits plan administration indicate that there should also be one document that communicates a consistent set of practices, such as handling and appeal of claims decisions and others.

The SPD aligns with compliance requirements as well as industry best practices to support Participating Districts/Employers with the documentation they need to communicate with their benefits-eligible employees.



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SPD and Plan Document Introduction

Benefits of having Summary Plan Description (SPD) documents:

Participating Districts/Employers can centralize and streamline plan administration through the use of a single wrap plan document and Summary Plan Description (“SPD”)—reducing errors and associated costs due to differing plan terms spread across multiple plans.

HIPAA requires plan language in order to permit the employer to access PHI and ably administer the plan. Without the amendment, the employer cannot access PHI.



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SPD and Plan Document Introduction

Benefits of having Summary Plan Description (SPD) documents:

Nonfederal governmental employers (e.g., public school districts) and churches are not subject to ERISA; however, they are subject to the notice and disclosure requirements of other federal mandates, such as COBRA, PPACA and others. A plan document and SPD help Participating Districts/Employers distribute required notices and disclosures in a centralized written document for ease-of-plan administration.



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SPD and Plan Document Introduction

Benefits of having Summary Plan Description (SPD) documents:

A written plan document and SPD are crucial communication tools for Participating Districts/Employers to convey information to plan participants about the plan's benefits, such as benefit offerings, eligibility requirements, claims and appeals procedures, and other important plan-related information.



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SPD and Plan Document – Next Steps

Now that SIG has distributed the SPD and Plan Documents to Participating Districts, here are the next steps:

1. Review documents and Exhibit A (benefits and eligibility specific to member school district)
2. Contact SIG if any changes
3. To add FSA, Voluntary Benefits or other benefits not offered through SIG, contact ERISA Pros for direct consultation for amendment (please contact SIG for contact information if you are interested in pursuing this course of action).
4. Distribution of documents to participants



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SPD and Plan Document Distribution

- Distribution of Documents to Participants
 - The Sample Email distributed to Participating Districts and available on the SIG website can be used to notify participants of the availability of the documents. For those without work-related computer access, districts can follow their established communication protocols for hard-copy document distribution.
- SPD and Plan Documents can be posted on each Participating District's website/intranet site, with the link provided to participants
- In addition to the documents, Certificates of Coverage by Medical, Dental, Vision and Life/AD&D carriers are available and can be posted on District website/intranet site. Or Participating Districts can refer participants to SIG's website for such documents.



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Annual Notices

SPD / Plan documents may contain some language to annual notices however, required annual notices are provided/updated on each Participating District's Benefits Guide. Those notices include:

- Women's Health Protection Act and Cancer Rights Act
- Medicare Part D Notice
- HIPAA Privacy and Enrollment Rights
- CHIP Notice
- Patient Protection Disclosure
- Marketplace / Exchange Notice
- COBRA General Rights Notice





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