
U.S. Department of Labor

Employee Benefits Security Administration

Room N5511

200 Constitution Avenue, NW

Washington, DC 20210

P-450

Form M-1

Report for Multiple Employer Welfare Arrangements (MEWAs) and Certain Entities Claiming Exception (ECEs)

This package contains the following form and related instructions:

Form M-1

Instructions

Self-Compliance Tool

If you have additional questions about the Form M-1 filing requirement or the ERISA health coverage requirements, there's help for you.

Form M-1 Filing Requirement

- (1) For questions on completing the Form M-1, contact the Employee Benefits Security Administration's (EBSA's) Form M-1 help desk at **202-693-8360**.
- (2) For inquiries regarding electronic filing capability, contact the EBSA computer help desk at **202-693-8600**.
- (3) For inquiries regarding the Form M-1 filing requirement, contact the Office of Health Plan Standards and Compliance Assistance at **202-693-8335**.

ERISA Health Coverage Requirements

- (1) For questions about ERISA's health coverage requirements, contact EBSA electronically at **www.askebsa.dol.gov** or by calling toll-free **1-866-444-3272**.
- (2) Information including regulations, frequently asked questions, compliance assistance materials, and other guidance regarding the requirements related to the group market reforms added to ERISA by the Patient Protection and Affordable Care Act of 2010 can be found at **www.dol.gov/ebsa/healthreform**.
- (3) EBSA's Health Benefits Education Campaign offers compliance assistance seminars across the country addressing a wide variety of health care issues, including HIPAA, MHPAEA, the group market reform provisions of the Affordable Care Act, and COBRA. For information on upcoming compliance assistance seminars, go to **www.dol.gov/ebsa/hbec.html**.

The Department of Labor's EBSA has many helpful compliance assistance publications on ERISA's health benefits requirements, including:

- *MEWAs: Multiple Employer Welfare Arrangements under the Employee Retirement Income Security Act: A Guide to Federal and State Regulation*
- *Health Benefits Coverage Under Federal Law*
- *An Employer's Guide to Group Health Continuation Coverage Under COBRA*

EBSA also has many publications to assist participants and beneficiaries. EBSA's publications are available on the Internet at **www.dol.gov/ebsa**, by contacting EBSA electronically at **www.askebsa.dol.gov** or by calling toll-free **1-866-444-3272**.

2012 Form M-1

MEWA-ECE Form

This Form is Open to
Public Inspection

Report for Multiple Employer Welfare Arrangements (MEWAs) and Certain Entities Claiming Exception (ECEs)

This filing is required to be filed under section 101(g) of the
Employee Retirement Income Security Act of 1974, as amended
by the Patient Protection and Affordable Care Act.

OMB No. 1210-0116

Department of Labor
Employee Benefits
Security Administration

PART I

PURPOSE OF FILING

Complete as applicable:

A Identify the type of filing:

- (1) Annual Report:
 Calendar Year; or
 Fiscal Year beginning _____
and ending _____
- (2) Registration
(3) Origination
(4) Special Filing

C Identify the type of entity:

- (1) A Plan MEWA
(2) A Non-Plan MEWA
(3) An Entity Claiming Exception (ECE)

D Enter the most recent date the MEWA or ECE filed the Form M-1:

- Check the box if this is the first filing or enter the date below.
- _____

- B Check here if this is a final report
Check here if this is an amended report
Check here if this is a request for an extension

PART II

CUSTODIAL & FINANCIAL INFORMATION

1a Name and address of the MEWA or ECE	1b Telephone number of the MEWA or ECE
	1c Employer Identification Number (EIN)
	1d Plan Number (PN)
2a Name and address of the administrator of the MEWA or ECE	2b Telephone number of the administrator
	2c EIN
	2d E-mail address of the administrator
3a Name and address of the entity or entities sponsoring the MEWA or ECE	3b Telephone number of the sponsor
	3c EIN
4a Name and address of the agent for service of process or registered agent	4b Telephone number of such person
	4c E-mail address of such person
5a Name and address of each member of the Board, officer, trustee, or custodian of the MEWA or ECE	5b Telephone number of each such person
	5c E-mail address of such person
6a Name and address of all promoters and/or agents responsible for marketing the MEWA or ECE	6b Telephone number of each promoter or agent
	6c E-mail address of such person
	6d EIN of each promoter or agent

7a Name and address of any person, financial institution(s), or other entity holding assets for the MEWA or ECE	7b Telephone Number of person financial institution or entity
8a Name and address of any actuary(ies) providing services to the MEWA or ECE	8b Telephone number of each actuary
	8c E-mail address of each actuary
	8d EIN of each actuary
9a If the MEWA or ECE has a contract with a third party administrator (TPA) the name and address of the third party administrator(s)	9b Telephone number of each TPA
	9c E-mail address of each TPA
	9d EIN of each TPA
10a Name and address of any person or entity that has authority or control over the MEWA's or ECE's assets or over assets paid to the entity by plans or employers for the provision of benefits	10b Telephone number of each such person or entity
	10c E-mail address of such person or entity
	10d EIN of each such person or entity
11a Name and address of any person or entity that has discretionary authority, control, or responsibility with respect to the administration of the MEWA or ECE or any benefit program offered by it	11b Telephone number of each such person or entity
	11c E-mail address of such person or entity
	11d EIN of each such person or entity
12a Names and addresses of the MEWAs or ECEs that merged	12b Telephone number of the entities
	12c EINs
	12d PNs
13 Do you have an opinion from an actuary assessing the MEWA's or ECE's actuarial soundness, including the adequacy of contribution rates? → <input type="checkbox"/> Yes <input type="checkbox"/> No	
14a Are you, your entity, and/or its officers, directors, and employees covered by fiduciary liability policies? Please identify the carrier that issued the fiduciary liability policy(ies) in the space provided. → <input type="checkbox"/> Yes <input type="checkbox"/> No	
14b Are the fiduciaries of each of the plans whose participants are receiving benefits from the entity covered by a fiduciary liability policy? → <input type="checkbox"/> Yes <input type="checkbox"/> No	
15 Are all assets in the possession of the MEWA or ECE maintained consistent with section 403 of ERISA and 29 CFR 2550.403a-1 and 2550.403b-1? → <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain.</i>	
16a Within the past five years, has any litigation, investigation, or other enforcement proceeding (including any administrative proceeding) regarding any MEWA, ECE, or Group Health Plan been instituted by a Federal or State agency against the MEWA or ECE, a trustee, or a director, owner, partner, senior manager, or officer of the sponsoring entity? <i>If yes, please identify each litigation or enforcement proceeding to include (if applicable): (1) the case number, (2) the date, (3) the nature of the proceedings, (4) the court, (5) all parties (for example, plaintiffs and defendants or petitioners and respondents), and (6) the disposition.</i> → <input type="checkbox"/> Yes <input type="checkbox"/> No	
16b Have any of the persons or entities listed in this Part II ever been the subject of any criminal or civil investigation or action involving dishonesty or breach of trust or been convicted of a felony? → <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain.</i>	
16c Have any cease and desist orders been issued by a Federal or State agency against any persons or entities listed in this Part II? → <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please list the issuing entities and the year in which each order was issued.</i>	

17 Complete the following chart:

17a	17b	17c	17d	17e	17f	17g	17h	17i	17j
Enter all States where the MEWA or ECE is operating.	Is coverage provided?	State registration number.	Name of state agent or entity for service of process.	Is the entity a licensed health insurer in this State?	If yes to 17e, enter NAIC number.	If no to 17e, is the entity fully insured?	If yes to 17g, enter name and NAIC number of insurer.	Does the entity purchase stop loss coverage?	If yes to 17i, enter the name and NAIC number of insurer.

18 Of the States identified in **box 17a**, identify those States in which the entity conducted 20 percent or more of its business (based on the number of participants receiving coverage for medical care).

19 Total number of participants covered under the entity. → _____

PART III INFORMATION FOR COMPLIANCE WITH PART 7 OF ERISA

20 If you answered yes to box **16a**, in reference to any State or Federal litigation or enforcement proceeding (including any administrative proceeding), check yes below if the allegation concerns a provision under part 7 of ERISA, a corresponding provision under the Internal Revenue Code or Public Health Service Act, a breach of any duty under Title I of ERISA if the underlying violation relates to a requirement under part 7 of ERISA, or a breach of a contractual obligation if the contract provision relates to a requirement under part 7 of ERISA. → Yes No

21 Is this a filing for which compliance with part 7 can be evaluated? (Note: The Self-Compliance Tool at <http://www.dol.gov/ebsa/healthlawschecksheets.html> may be helpful in answering Boxes 21a-21f.) If “yes,” complete the following. → Yes No

21a Is the coverage provided by the MEWA or ECE in compliance with the portability and nondiscrimination provisions of the Health Insurance Portability and Accountability Act of 1996, including Title I of the Genetic Information Nondiscrimination Act of 2008, and the Department of Labor’s (Department’s) regulations issued thereunder?	→	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21b Is the coverage provided by the MEWA or ECE in compliance with the Mental Health Parity Act of 1996 and the Mental Health Parity and Addiction Equity Act of 2008 and the Department’s regulations issued thereunder?	→	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21c Is the coverage provided by the MEWA or ECE in compliance with the Newborns’ and Mothers’ Health Protection Act of 1996 and the Department’s regulations issued thereunder?	→	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21d Is the coverage provided by the MEWA or ECE in compliance with the Women’s Health and Cancer Rights Act of 1998?	→	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21e Is the coverage provided by the MEWA or ECE in compliance with Michelle’s Law?	→	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21f Is the coverage provided by the MEWA or ECE in compliance with the Patient Protection and Affordable Care Act of 2010 and the Department’s regulations issued thereunder that are applicable as of the date signed at the bottom of this form?	→	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

ATTACHMENTS

SIGNATURE

Under penalty of perjury and other penalties set forth in the instructions, I declare that I have examined this report, including any accompanying attachments, and to the best of my knowledge and belief, it is true and correct. Under penalty of perjury and other penalties set forth in the instructions, I also declare that, unless this is an extension request, this report is complete.

Signature of Administrator: _____

Address of Administrator: _____

Date: _____

Instructions for Form M-1

Report for Multiple Employer Welfare Arrangements (MEWAs) and Certain Entities Claiming Exception (ECEs)

About the Form M-1

The Form M-1 is used to report information concerning a multiple employer welfare arrangement (MEWA) and any entity claiming exception (ECE). Reporting is required pursuant to ERISA section 101(g), 104(a), 505 and 734 of the Employee Retirement Income Security Act of 1974 (ERISA), as amended, and 29 CFR 2520.101-2 and 103-1.

You must file the Form M-1 electronically. You cannot file a paper Form M-1 by mail or other delivery service. Your Form M-1 will be initially screened electronically so it is in the filer's best interest that the responses accurately reflect the circumstances they were designed to report. For more information, see the instructions for Electronic Filing Requirement and the Form M-1 filing system at www.askebsa.dol.gov/mewa.

The Department of Labor, EBSA, is committed to working together with administrators to help them comply with this filing requirement. If you have any questions (such as whether you are required to file this report) or if you need any assistance in completing this report, please call the EBSA Form M-1 help desk at **202-693-8360**.

Changes to Note

- The Form M-1 is substantively different from previous years and now requires filers to include custodial and financial information relating to the MEWA or ECE. Also, the new rules impose stricter, 30-day filing deadlines for MEWA registration and ECE origination and special filing events. Depending on the type of event experienced, the MEWA or ECE must file the Form M-1 either 30 days prior to or within 30 days of the event.
- All MEWAs that are employee welfare benefit plans are now subject to the Form 5500 annual report. For more information on the Form 5500 you can access www.efast.dol.gov or call toll-free at **1-866-463-3278**.
- **Electronic Filing Only.** The Form M-1 must be filed electronically. Printed copies of the Form M-1 will no longer be made available. Detailed information on electronic filing is available at www.askebsa.dol.gov/mewa. For inquiries regarding electronic filing capability, contact the EBSA computer help desk at **202-693-8600**.
- **MEWA registration.** The Patient Protection and Affordable Care Act ("Affordable Care Act") amended section 101(g) of ERISA requiring MEWAs to register

with the Secretary prior to operating in a State. In addition to the Form M-1 annual report requirement, now MEWAs must file the Form M-1 30 days prior to operating in any State or within 30 days of knowingly expanding operations into an additional State, experiencing a merger, a participant increase of 50 percent or more, or a material change.

- **ECE origination and special filings.** In addition to the annual reports, ECEs now must file 30 days prior to operating in any State or within 30 days of knowingly expanding operations in an additional State, experiencing a merger, a participant increase of 50 percent or more, or a material change. ECEs must only file when such events occur for the first three years after an "origination," which is limited to when the ECE first begins operating in a State, experiences a merger or has a participant increase of 50 percent or more. ECEs that move into an additional State or experience a material change will not be required to file outside of the three year window.

Table of Contents

SECTION 1: Who Must File	2
General Rules	2
Exceptions to the Filing Requirements.....	2
SECTION 2: When to File	3
Annual Report General Rule	3
Annual Report Exception for 2012 Filings.....	3
Registration, Origination or Special Filings	3
Material Change.....	4
Extensions of Time.....	4
Section 3: Electronic Filing.....	4
How to File	4
Amended Report.....	4
Final Report	4
Attaching Additional Pages	4
Penalties.....	4
Signature and Date	4
SECTION 4: Line-by-Line Instructions.....	5
Part I – Purpose of Filing.....	5
Part II – Custodial & Financial Information.....	5
Part III– Information for Compliance with Part 7 of ERISA	8
Paperwork Reduction Act Notice	10

SECTION 1: Who Must File

General Rules

The administrator of a MEWA must file this report regardless of whether the entity is a group health plan. The administrator of an ECE must file this report during the first three years after the ECE is originated.

A MEWA is an employee welfare benefit plan or other arrangement that is established or maintained for the purpose of offering or providing medical care to the employees of two or more employers (including one or more self-employed individuals), or to their beneficiaries, except that the term does not include any such plan or other arrangement that is established or maintained under or pursuant to one or more agreements that the Secretary finds to be collective bargaining agreements, by a rural electric cooperative, or by a rural telephone cooperative association. See ERISA section 3(40). (Note: Many States regulate entities as MEWAs using their own State definition of the term. Whether or not an entity meets a State's definition of a MEWA for purposes of regulation under State law is a matter of State law.)

An entity claiming exception or "ECE" is an entity that claims it is not a MEWA on the basis that the entity is established or maintained pursuant to one or more agreements that the Secretary finds to be collective bargaining agreements within the meaning of section 3(40)(A)(i) of ERISA and 29 CFR 2510.3-40.

For more information on MEWAs, visit EBSA's Web site at www.dol.gov/ebsa or call the **EBSA toll-free hotline at 1-866-444-3272** and ask for the booklet entitled *MEWAs: Multiple Employer Welfare Arrangements under the Employee Retirement Income Security Act (ERISA): A Guide to Federal and State Regulation*. For information on State MEWA regulation, contact your State Insurance Department.

Exceptions to the Filing Requirements

In no event is reporting required by the administrator of a MEWA or ECE if the MEWA or ECE meets any of the following conditions:

- (1) It is licensed or authorized to operate as a health insurance issuer in every State in which it offers or provides coverage for medical care to employees. The term "health insurance issuer" or "issuer" is defined, in pertinent part, in §2590.701-2 of the Department's regulations as "an insurance company, insurance service, or insurance organization (including an HMO) that is required to be licensed to engage in the business of insurance in a State and that is subject to State law which regulates insurance Such term does not include a group health plan."
- (2) It provides coverage that consists solely of excepted benefits, which are not subject to part 7 of ERISA.

(However, if the MEWA or ECE provides coverage that consists both of excepted benefits and other benefits for medical care that are not excepted benefits, the administrator of the MEWA or ECE is required to file the Form M-1.)

- (3) It is a group health plan that is not subject to ERISA, including a governmental plan, church plan, or plan maintained only for the purpose of complying with workers' compensation laws within the meaning of sections 4(b)(1), 4(b)(2), or 4(b)(3) of ERISA, respectively. In general, a group health plan means an employee welfare benefit plan to the extent that the plan provides medical care to employees (including both current and former employees) or their dependents (as defined under the terms of the plan) directly or through insurance, reimbursement, or otherwise. See ERISA section 733(a) and 29 CFR 2590.701-2.
- (4) It provides coverage only through group health plans that are not covered by ERISA, including governmental plans, church plans, and plans maintained only for the purpose of complying with workers' compensation laws within the meaning of sections 4(b)(1), 4(b)(2), or 4(b)(3) of ERISA, respectively (or other arrangements not subject to ERISA, such as health insurance coverage offered to individuals other than in connection with a group health plan, known as individual market coverage).

In addition, in no event is reporting required by the administrator of an entity that meets the definition of a MEWA or ECE because one or more of the following is true:

- (1) It provides coverage to the employees of two or more trades or businesses that share a common control interest of at least 25 percent at any time during the plan year, applying principles similar to the principles applied under section 414(c) of the Internal Revenue Code.
- (2) It provides coverage to the employees of two or more employers due to a change in control of businesses (such as a merger or acquisition) that occurs for a purpose other than avoiding Form M-1 filing and is temporary in nature (*i.e.*, it does not extend beyond the end of the plan year following the plan year in which the change in control occurs).
- (3) It provides coverage to persons (excluding spouses and dependents) who are not employees or former employees of the plan sponsor, such as nonemployee members of the board of directors or independent contractors, and the number of such persons who are not employees or former employees does not exceed one percent of the total number of employees or former employees covered under the arrangement, determined as of the last day of the year to be reported or determined as of the 60th day following the date the MEWA or ECE began operating in a manner such that a filing is required pursuant to 29 CFR 2590.101-2(e)(1)(i), (2), or (3).

SECTION 2: When to File

Annual Report General Rule

For purposes of these instructions, an “annual report” refers to the annual Form M-1 filing required of all MEWAs and certain ECEs. The annual report must be filed no later than March 1 following any calendar year for which a filing is required (unless March 1 is a Saturday, Sunday, or Federal holiday, in which case the form must be filed no later than the next business day). Filing the Form M-1 annual report, does not satisfy the requirement under ERISA section 104 and 29 CFR 2520.103-1 to file an annual report (Form 5500 series).

The administrator of an ECE must file an annual report if the ECE was last originated at any time within 3 years before the annual filing due date. An ECE may be originated more than once.

No annual report is required if, between October 1 and December 31, the MEWA or ECE experiences an origination, special filing, or registration event and makes a subsequent, timely filing.

The administrator of a MEWA or ECE that is required to file must file the annual report using the previous calendar year’s information. (For example, for a filing due by March 1, 2013, calendar year 2012 information should be used.) See Annual Report Exception for 2012 Filings below. However, the administrator of a MEWA or ECE may report using fiscal year information if the administrator of the MEWA or ECE has at least 6 continuous months of fiscal year information to report. (Thus, for example, for a filing that is due by March 1, 2013, fiscal year 2012 information may be used if the administrator has at least 6 continuous months of fiscal year 2012 information to report.) See Annual Report Exception for 2012 Filings below.

Annual Report Exception for 2012 Filings

The deadline for this year’s Form M-1 has been extended from March 1, 2013 to May 1, 2013 and the automatic 60-day extension has been extended from May 1, 2013 to July 1, 2013.

Registration, Origination, or Special Filings

Additional filings are necessary when a MEWA or ECE experiences certain events, beginning on or after July 1, 2013.

A MEWA must file a Form M-1 pursuant to §2520.101-2 of the Department’s regulations when any of the following registration events occur:

- (1) The MEWA first begins operating with regard to the employees of two or more employers (including one or more self-employed individuals);
- (2) The MEWA begins knowingly operating in any additional State;
- (3) The MEWA begins operating following a merger with another MEWA;

- (4) The number of employees receiving coverage for medical care under the MEWA is at least 50 percent greater than the number of such employees on the last day of the previous calendar year; or
- (5) The MEWA experiences a material change as defined by these instructions.

Event 1 requires a registration filing 30 days prior to the event, while events 2-5 require a registration filing within 30 days of the event occurring. A MEWA may be required to register more than once in a calendar year.

A MEWA that is required to make a registration filing must use the most recently updated Form M-1 that is available to do so. (For example, a registration filing due by November 1, 2013 would use the 2012 Form M-1.)

An ECE must file a Form M-1 pursuant to §2520.101-2 of the Department’s regulations when any of the following origination events occur:

- (1) The ECE first begins operating with regard to the employees of two or more employers (including one or more self-employed individuals);
- (2) The ECE begins operating following a merger with another ECE (unless all of the ECEs that participate in the merger previously were last originated at least three years prior to the merger); and,
- (3) The number of employees receiving coverage for medical care under the ECE is at least 50 percent greater than the number of such employees on the last day of the previous calendar year (unless the increase is due to a merger with another ECE under which all ECEs that participate in the merger were last originated at least three years prior to the merger).

Event 1 requires an origination event filing 30 days prior to the event, while events 2 and 3 require a filing within 30 days of the event occurring.

An ECE that is required to make an origination filing must use the most recently updated Form M-1 that is available to do so. (For example, an origination filing due by November 1, 2013 would use the 2012 Form M-1.)

An ECE must also file a Form M-1 when any of the following special filing events occur within the three-year filing period following an origination event:

- (1) The ECE begins knowingly operating in any additional State; or
- (2) The ECE experiences a material change as defined by these instructions.

Special event filings are due within 30 days of the event occurring. An ECE may be required to file the Form M-1 more than once in a calendar year.

An ECE that is required to make a special filing must use the most recently updated Form M-1 that is available to do so. (For example, a special filing due by November 1, 2013 would use the 2012 Form M-1.)

Material Change

If any of the custodial or financial information reported on Part II of this Form M-1 changes, such change is considered a material change and requires the MEWA or ECE to submit a new Form M-1 filing. Note, ECEs must only file when a material change occurs during the three-year filing period following an origination event. A material change will not restart the calculation of that period.

Extensions of Time

A one-time extension of time to file will automatically be granted if the administrator of the MEWA or ECE requests an extension. To request an extension, the administrator must: (1) check box B(3) in Part I, and complete the rest of Part I as it applies to the MEWA or ECE; (2) complete boxes 1a-d, 2a-d, and 3a-c in Part II; (3) electronically sign, date, and provide the administrator's name at the end of the form; and (4) electronically file this request for extension no later than the normal due date for the Form M-1. In such a case, the administrator will have an additional 60 days to file a completed Form M-1. A copy of this request for extension must be attached to the completed Form M-1 when filed.

SECTION 3: Electronic Filing

How to File

The Form M-1 must be filed electronically with the Department of Labor by going to www.askebsa.dol.gov/mewa.

Your entries must be in the proper format in order for the electronic system to process your filing. For example, if a question requires you to enter a numerical account number, you cannot enter a word. To reduce the possibility of correspondence and penalties:

Complete all lines on the Form M-1 unless otherwise specified.

Do not enter "N/A" or "Not Applicable" on the Form M-1 unless specifically permitted. "Yes" or "No" questions on the Form M-1 cannot be left blank, unless specifically permitted. Answer either "Yes" or "No," but not both.

Do not enter social security numbers in response to questions asking for an employer identification number (EIN). Because of privacy concerns, the inclusion of a social security number on the Form M-1 or on an attachment that is open to public inspection may result in the rejection of the filing.

Amended Report

To correct errors and/or omissions on a previously filed Form M-1, submit a completed Form M-1 indicating the filing is an amended report in Part I, Item B(2).

Final Report

If the administrator of a MEWA or ECE does not intend to file a Form M-1 next year, the filing should be the final report. For example, if this is the third filing following an origination for an ECE, or if a MEWA has ceased operations, the administrator should indicate this is the final report in Part I, Item B(1).

Attaching Additional Pages

If additional pages are necessary to provide the required information, attachments may be uploaded to your electronic filing using the "Attachments" tab. Instructions are provided on the filing website.

Penalties

ERISA section 502(c) provides for a civil penalty for failure to file a Form M-1, failure to file a complete Form M-1, and late Form M-1 filings. In the event of no filing, an incomplete filing, or a late filing, a penalty may apply of up to \$1,100 a day for each day that the administrator of the MEWA fails or refuses to file a complete report (or a higher amount if adjusted pursuant to the Federal Civil Penalties Inflation Adjustment Act of 1990, as amended by the Debt Collection Improvement Act of 1996).

ERISA section 521(a) authorizes the Secretary of Labor to issue an *ex parte* cease and desist order if it appears to the Secretary that the alleged conduct of a MEWA is fraudulent, or creates an immediate danger to the public safety or welfare, or is causing or can reasonably be expected to cause significant, imminent, and irreparable public injury. ERISA section 521(e) authorizes the Secretary to issue a summary seizure order if it appears that a MEWA is in a financially hazardous condition.

In addition, certain other penalties may apply.

Signature and Date

For purposes of Title I of ERISA, the administrator is required to file the Form M-1. The administrator or, if the administrator is an entity, a person authorized to sign on behalf of the administrator must electronically sign the Form M-1 and submit it to the electronic filing system. If the administrator does not electronically sign a filing, the filing status will indicate that there is an error with your filing.

To obtain an electronic signature, go to www.askebsa.dol.gov/mewa and register as a signer. You will be provided with a User ID and Password. Both the User ID and Password are needed to sign the Form M-1.

Electronic signatures on annual returns/reports filed are governed by the applicable statutory and regulatory requirements.

The system will prevent the submission of any filing that does not include all required information. A completed filing will generate a receipt confirmation code. The administrator must keep a copy of the receipt as well as any attachments on file as part of its records as required by section 107 of ERISA.

Note: Even after submission, your filing may be subject to further, detailed review by DOL and may be deemed deficient based upon this review. See Penalties section.

Detailed information on electronic filing is available at www.askebsa.dol.gov/mewa. If you have questions about using or completing the Form M-1, please contact the Form M-1 Help Desk at 202-693-8360.

SECTION 4: Line-by-Line Instructions

Important: “Yes/No” questions must be marked “Yes” or “No,” but not both. “N/A” is not an acceptable response unless expressly permitted in the instructions to that line.

Note: For purposes of the Form M-1, an “annual report” is the annual filing made by all MEWAs by March 1 and for ECEs, the annual filing made by March 1 for the first three years after an origination.

Part I – Purpose of Filing

Item A: Check the appropriate box indicating whether this filing is an annual report, registration, origination, or special filing. If it is an annual report, check the appropriate box indicating whether calendar year or fiscal year information is being used to complete the form. If fiscal year information is being used, specify the month, day and year corresponding to the information. If it is a registration, origination, or special filing, check the appropriate box (or boxes) indicating the reason (or reasons) for the filing.

Item B: Check the appropriate box identifying if the report is a final report, an amended report, or a request for extension. If this is not an amended report, final report, or request for extension, skip to Item C.

Item C: Check the appropriate box identifying whether the filing entity is a plan MEWA (a MEWA within the meaning of ERISA section 3(40) that is also an employee welfare benefit plan within the meaning of ERISA section 3(3)), a non-plan MEWA or an ECE.

Item D: Enter the date of the most recent MEWA or ECE Form M-1 filing. Indicate in the check box if this is the MEWA or ECE’s first time filing a Form M-1.

Part II – Custodial & Financial Information

Box 1a and 1b: Enter the name, address, and telephone number of the MEWA or ECE.

Box 1c: Enter any EIN used by the MEWA or ECE in reporting to the Department of Labor or the Internal Revenue Service. An EIN is a nine-digit employer identification number (for example, 00-1234567) that has been assigned by the IRS. Entities that do not have an EIN should apply for one on Form SS-4, Application for Employer Identification Number, as soon as possible. You can obtain Form SS-4 by calling 1-800-829-4933 or at the IRS Web site at www.irs.gov. EBSA does NOT issue EINs. If the MEWA or ECE does not have any EINs associated with it, leave Box 1c blank.

Box 1d: Enter any plan number used by the MEWA or ECE. A plan number or “PN” is a three-digit number assigned to a plan or other entity by an employer or plan administrator. For plans or other entities providing welfare benefits, the first plan number should be number 501 and additional plans should be numbered consecutively. For MEWAs or ECEs that file a Form 5500 Annual Return/ Report of Employee Benefit Plan (Form 5500), the same PN should be used for the Form M-1. (For more information on the Form 5500 you can access www.efast.dol.gov or call toll-free at 1-866-463-3278.) If the MEWA or ECE does not have any PNs associated with it, leave Box 1d blank.

For Boxes 1c and 1d, list only EINs and PNs used by the MEWA or ECE itself and not those used by group health plans or employers that purchase coverage through the MEWA or ECE.

Box 2a and 2b: Enter the name, address, and telephone number of the administrator of the MEWA or ECE. The term “administrator” is defined in §2520.101-2 of the Department’s regulations as:

- (1) The person specifically so designated by the terms of the instrument under which the MEWA or ECE is operated;
- (2) If the MEWA or ECE is a group health plan and the administrator is not so designated, the plan sponsor (as defined in section 3(16)(B) of ERISA); or
- (3) In the case of a MEWA or ECE for which an administrator is not designated and a plan sponsor cannot be identified, jointly and severally, the person or persons actually responsible (whether or not so designated under the terms of the instrument under which the MEWA or ECE is operated) for the control, disposition, or management of the cash or property received by or contributed to the MEWA or ECE, irrespective of whether such control, disposition, or management is exercised directly by such person or persons or indirectly through an agent, custodian, or trustee designated by such person or persons.

Box 2c: Enter any EIN used by the administrator in reporting to the Department of Labor or the Internal Revenue Service. For this purpose, use only an EIN associated with the administrator as a separate entity. Do not use any EIN associated with the MEWA or ECE itself.

Box 2d: Enter the e-mail address of the administrator of the MEWA or ECE.

Boxes 3a through 3c: Enter the name, address, and telephone number of the entity or entities sponsoring the MEWA or ECE, and any EIN used by the sponsor in reporting to the Department of Labor or the Internal Revenue Service. For purposes of the Form M-1, the sponsor is either:

- (1) the plan sponsor as defined in ERISA section 3(16)(B) if the MEWA or ECE is a group health plan; or
- (2) the entity that establishes or maintains the MEWA or ECE if the MEWA or ECE is not a group health plan.

For this purpose, use only an EIN associated with the sponsor. Do not use any EIN associated with the MEWA or ECE itself. If the filing entity does not have a sponsor, leave Boxes 3a through 3c blank and skip to Box 4a.

Boxes 4a through 4c: Enter the name, address, telephone number, and e-mail address of the agent for service of process or registered agent on behalf of the MEWA or ECE. An agent for service of process or registered agent is a person appointed by the MEWA or ECE to receive legal notices on behalf of the MEWA or ECE.

Boxes 5a through 5c: Enter the name, address, telephone number, and email address of each member of the Board of Directors, as well as each officer, trustee, or custodian of the MEWA or ECE. You may attach additional pages if necessary to provide all required information on each board member. If the filing entity does not have a Board of Directors or officer, trustee or custodian, leave Boxes 5a through 5c blank and skip to Box 6a.

Boxes 6a through 6d: Enter the name, address, telephone number, and email address of each promoter or agent responsible for marketing the MEWA or ECE, and any EIN used by such in reporting to the Department of Labor or the Internal Revenue Service. For this purpose, use only an EIN associated with the promoter or agent. Do not use any EIN associated with the MEWA or ECE itself. If there is no such promoter or agent, leave Boxes 6a through 6d blank and skip to Box 7a.

Boxes 7a through 7b: Enter the name, address, and telephone number of each person, financial institution(s), or other entity holding assets for the MEWA or ECE.

Boxes 8a through 8c: Enter the name, address, telephone number, and e-mail address of each actuary or actuaries providing services to the MEWA or ECE. An actuary is a professional who examines risk and is in charge of evaluating the likelihood of future events. An actuary should be an associate or fellow of the Society of Actuaries and a member of the American Academy of Actuaries and be able to judge the actuarial soundness of the arrangement. Boxes 8a through 8c are mandatory if you answer "Yes" to Box 13.

Box 8d: Enter any EIN used by the actuary in reporting to the Department of Labor or the Internal Revenue Service. For this purpose, use only an EIN associated with the actuary. Do not use any EIN associated with the MEWA or ECE itself. If there is no actuary, leave Boxes 8a through 8d blank and skip to Box 9a.

Boxes 9a through 9d: Enter the name, address, telephone number, and e-mail address of each third party administrator (TPA) providing services to the MEWA or ECE, and any EIN used by such in reporting to the Department of Labor or the Internal Revenue Service. For this purpose, use only an EIN associated with the TPA. Do not use any EIN associated with the MEWA or ECE itself. If there is no such TPA, leave Boxes 9a through 9d blank and skip to Box 10a.

Boxes 10a through 10d: Enter the name, address, telephone number, and email address of each person or entity that has authority or control of the MEWA's or ECE's assets, or of assets paid by plans or employers to the MEWA or ECE, and any EIN used by such in reporting to the Department of Labor or the Internal Revenue Service. For this purpose, use only an EIN associated with the person or entity. Do not use any EIN associated with the MEWA or ECE itself.

Boxes 11a through 11d: Enter the name, address, telephone number, and email address of each person or entity that has discretionary authority, control or responsibility with respect to the administration of the MEWA or ECE, and any EIN used by such in reporting to the Department of Labor or the Internal Revenue Service. For this purpose, use only an EIN associated with the person or entity. Do not use any EIN associated with the MEWA or ECE itself.

Boxes 12a through 12d: Enter the names, address, and telephone number of the MEWAs or ECEs who were involved in a merger with the filing entity, any EIN used by such entity (or entities) in reporting to the Department of Labor or Internal Revenue Service, and any PN assigned to the plans or entities involved. If no merger has occurred, skip to Box 13.

Boxes 13 through 16c: Answer "yes" or "no" to the questions in this section. If your response requires additional explanation, identify the necessary information and attach pages as needed.

Box 13: With respect to Box 13, check "yes" or "no" as applicable. For this purpose, only check "yes" if the opinion is in writing and current within the last year. If you mark "yes," you must also complete Boxes 8a through 8c.

Boxes 14a and 14b: With respect to Boxes 14a and 14b, check "yes" or "no" as applicable. If "yes," provide the name of the issuer in the space provided.

Box 15: With respect to Box 15, check "yes" or "no" as applicable. If you answer "no," include an explanation in the space provided or attach additional documents.

Boxes 16a through 16c: With respect to Boxes 16a through 16c, check "yes" or "no" as applicable.

If you check "yes" to Box 16a, you must identify each proceeding and attach pages as needed to include (1) the case number, (2) the case date, (3) the nature of the proceedings, (4) the court, (5) all parties (for example, plaintiffs and defendants or petitioners and respondents), and (6) the disposition. For this purpose, include only audits and investigations that result in corrective action.

If you check "yes" to Box 16b, provide additional explanation as appropriate.

If you check "yes" to Box 16c, list the issuing entities and the year in which each order was issued.

Boxes 17a through 17j: Complete the chart with the information that is current as of the date of filing, except for an annual report, which must reflect the information that is current as of the last day of the previous calendar year or fiscal year. See “Annual Report” paragraph in Section 2. When completing the chart, complete Box 17a first. Then for each row, complete Boxes 17b through 17j as it applies to the State listed in Box 17a.

Box 17a. Enter all States in which the MEWA or ECE provides benefits for medical coverage. For this purpose, list the State(s) where the employers (of the employees receiving coverage) are domiciled. State means State within the meaning of 29 CFR 2590.701–2. Indicate if a State was not included on previous M-1 filings by checking the “New State?” Box.

Box 17b. For each State listed in Box 17a, specify whether or not coverage is provided in that State.

Box 17c. For each State listed in Box 17a, specify the State registration number for the MEWA or ECE.

Box 17d. For each State listed in Box 17a, state the name of the agent or entity for service of process in that State.

Box 17e. For each State listed in Box 17a, respond “yes” or “no” to whether the entity is licensed or otherwise authorized to operate as a health insurance issuer in each State listed in that row. For more information on whether an entity that is a licensed or registered MEWA or ECE in a State meets the definition of a health insurance issuer in that State, contact the State Insurance Department.

Box 17f. For each “yes” answer in Box 17e, enter the National Association of Insurance Commissioners (NAIC) number.

Box 17g. For each “no” answer in Box 17e, specify whether the MEWA or ECE is fully insured through one or more health insurance issuers in each State.

Box 17h. For each “yes” answer in Box 17g, enter the name of the insurer and its NAIC number (if available). If there is more than one insurer, enter all insurers and their NAIC numbers (if available).

Box 17i. In each State listed in Box 17a, specify whether the MEWA or ECE has purchased any stop-loss coverage. For this purpose, stop-loss coverage includes any coverage defined by the State as stop-loss coverage. Stop-loss coverage also includes any financial reimbursement instrument that is related to liability for the payment of health claims by the MEWA or ECE, including reinsurance and excess loss insurance.

Box 17j. For each “yes” answer in Box 17i, enter the name of the stop-loss insurer and its NAIC number (if available). If there is more than one stop-loss insurer, enter all stop-loss insurers and their NAIC numbers (if available).

Box 18: Of the States identified in Box 17a, identify all States in which the MEWA or ECE conducted 20 percent or more of its business (based on the number of participants receiving coverage for medical care under the MEWA or ECE).

For example, consider a MEWA that offers or provides coverage to the employees of six employers. Two employers are located in State X and 70 participants

in the MEWA receive coverage through these two employers. Three employers are located in State Y and 30 participants in the MEWA receive coverage through these three employers. Finally, one employer is located in State Z and 200 participants in the MEWA receive coverage through this employer. In this example, the administrator of the MEWA should specify State X and State Z under Box 18 because the MEWA conducts 23 1/3 percent of its business in State X ($70/300 = 23 \frac{1}{3}$ percent) and 66 2/3 percent of its business in State Z ($200/300 = 66 \frac{2}{3}$ percent). However, the administrator should not specify State Y because the MEWA conducts only 10 percent of its business in State Y ($30/300 = 10$ percent). Complete Box 18 with information that is current as of the date of filing, except for an annual report, which may reflect the information that is current as of the last day of the previous calendar year or fiscal year.

Box 19: Identify the total number of participants covered under the MEWA or ECE. For more information on determining the number of participants, see the Department of Labor’s regulations at 29 CFR 2510.3-3(d).

The description of “participant” in the instructions below is only for purposes of this Box.

An individual becomes a participant covered under a MEWA or ECE on the earliest of:

- the date designated by the MEWA or ECE as the date on which the individual begins participation in the MEWA or ECE;
- the date on which the individual becomes eligible under the MEWA or ECE for a benefit subject only to occurrence of the contingency for which the benefit is provided; or
- the date on which the individual makes a contribution to the MEWA or ECE, whether voluntary or mandatory.

See 29 CFR 2510.3-3(d)(1). This includes former employees who are receiving group health continuation coverage benefits pursuant to Part 6 of ERISA and who are covered by the MEWA or ECE. Covered dependents are not counted as participants. A child who is an “alternate recipient” entitled to health benefits under a qualified medical child support order (QMCSO) should not be counted as a participant for lines 5 and 6. An individual is not a participant covered under a MEWA or ECE on the earliest date on which the individual (a) is ineligible to receive any benefit under the MEWA or ECE even if the contingency for which such benefit is provided should occur, and (b) is not designated by the MEWA or ECE as a participant. See 29 CFR 2510.3-3(d)(2).

If the report is a registration, origination, or special filing, complete this item with information that is current as of the date of the filing. Otherwise, complete this item with information that is current as of the last day of the year to be reported. (See Section 2 on Annual Report General Rule.)

Part III– Information for Compliance with Part 7 of ERISA

Background Information on Part 7 of ERISA:

The Health Insurance Portability and Accountability Act of 1996 (Pub. L. 104–191) (HIPAA) amended ERISA to provide for, among other things, improved portability and continuity of health insurance coverage. The Mental Health Parity Act of 1996 (Pub. L. 104–204, as amended by Pub. L. 107–116 and Pub. L. 107–147) (MHPA) amended ERISA to provide parity in the application of annual and lifetime dollar limits for certain mental health benefits with such dollar limits on medical and surgical benefits. The Paul Wellstone and Pete Domenici Mental Health Parity and Addiction Equity Act of 2008 (Pub. L. 110-343) (MHPAEA) amended ERISA by expanding the MHPA rules to provide benefits for substance use disorders, as well as added new rules for parity in financial requirements and treatment limitations. The Newborns’ and Mothers’ Health Protection Act of 1996 (Pub. L. 104–204) (Newborns’ Act) amended ERISA to provide new protections for mothers and their newborn children with regard to the length of hospital stays in connection with childbirth. The Women’s Health and Cancer Rights Act of 1998 (Pub. L. 105–277) (WHCRA) amended ERISA to provide individuals new rights for reconstructive surgery in connection with a mastectomy. The Genetic Information Nondiscrimination Act of 2008 (Pub. L. 110-233) (GINA) amended ERISA to prohibit the use of genetic information to adjust group premiums or contributions, prohibit the collection of genetic information, and prohibit requesting individuals to undergo genetic testing. Michelle’s Law (Pub. L. 110-381) amended ERISA to prohibit group health plans and issuers from terminating coverage for a dependent child, whose enrollment in the plan requires student status at a postsecondary educational institution, if the student status is lost as a result of a medically necessary leave of absence. The Patient Protection and Affordable Care Act (Pub. L. 111-148) (the Affordable Care Act) amended ERISA to provide a wide range of protections for participants of group health plans. All of the foregoing provisions are set forth in part 7 of subtitle B of title I of ERISA (part 7).

The Department of Labor has published informal guidance in its publication, *Health Benefits Coverage Under Federal Law*. This publication provides assistance in understanding the HIPAA portability, HIPAA nondiscrimination, CHIPRA, GINA, WHCRA, and Newborns’ Act requirements. Information on the Affordable Care Act is available on EBSA’s website at www.dol.gov/ebsa/healthreform. Additionally, the website will be updated when any new information or guidance relevant to part 7 of ERISA is made available. A Self-Compliance Tool, which may be used to help assess an entity’s compliance with part 7 of ERISA, is available at <http://www.dol.gov/ebsa/healthlawschecksheets.html>. This tool provides information guidance with respect to all the provisions listed above.

General Information Regarding the Applicability of Part 7: In general, the foregoing provisions apply to group health plans and health insurance issuers in connection with a group health plan.

Many MEWAs and ECEs are group health plans or health insurance issuers. However, even if a MEWA or ECE is neither a group health plan nor a health insurance issuer, if the MEWA or ECE offers or provides benefits for medical care through one or more group health plans, the coverage is required to comply with part 7 of ERISA and the MEWA or ECE is required to complete Boxes 20 through 21f.

Part 7 of ERISA does not apply to any group health plan or group health insurance issuer in relation to its provision of excepted benefits. Certain benefits that are generally not health coverage are excepted in all circumstances. These benefits are: coverage only for accidents (including accidental death and dismemberment), disability income insurance, liability insurance (including general liability insurance and automobile liability insurance), coverage issued as a supplement to liability insurance, workers’ compensation or similar insurance, automobile medical payment insurance, credit-only insurance (for example, mortgage insurance), and coverage for on-site medical clinics.

Other benefits that generally are health coverage are excepted if certain conditions are met. Specifically, limited scope dental benefits, limited scope vision benefits, and long-term care benefits are excepted if they are provided under a separate policy, certificate, or contract of insurance, or are otherwise not an integral part of the group health plan. Benefits provided under a health flexible spending arrangement may also qualify as excepted benefits if certain requirements are met. For more information on limited excepted benefits, see the Department of Labor’s regulations at 29 CFR 2590.732(c)(3).

In addition, noncoordinated benefits may be excepted benefits. The term “noncoordinated benefits” refers to coverage for a specified disease or illness (such as cancer-only coverage) or hospital indemnity or other fixed dollar indemnity insurance (such as insurance that pays \$100/day for a hospital stay as its only insurance benefit), if three conditions are met. First, the benefits must be provided under a separate policy, certificate, or contract of insurance. Second, there can be no coordination between the provision of these benefits and an exclusion of benefits under a group health plan maintained by the same plan sponsor. Third, benefits must be paid without regard to whether benefits are provided with respect to the same event under a group health plan maintained by the same plan sponsor. For more information on these noncoordinated excepted benefits, see the Department of Labor’s regulations at 29 CFR 2590.732(c)(4).

Finally, supplemental benefits may be excepted if certain conditions are met. Specifically, the benefits are excepted only if they are provided under a separate policy, certificate or contract of insurance, and the benefits are Medicare supplemental (commonly known as “Medigap” or “MedSupp”) policies, TRICARE supplements, or supplements to certain employer group health plans. Such supplemental coverage cannot duplicate primary coverage and must be specifically designed to fill gaps in primary coverage, coinsurance, or deductibles. For more information on supplemental excepted benefits, see the Department of Labor’s Field Assistance Bulletin 2007-04.

Note that retiree coverage under a group health plan that coordinates with Medicare may serve a supplemental function similar to that of a Medigap policy. However, such employer-provided retiree “wrap around” benefits are not excepted benefits (because they are expressly excluded from the definition of a Medicare supplemental policy in section 1882(g)(1) of the Social Security Act). For more information on supplemental excepted benefits, see the Department of Labor’s regulations at 29 CFR 2590.732(c)(5).

Relation to Other Laws: States may, under certain circumstances, impose stricter laws with respect to health insurance issuers. Generally, questions concerning State laws should be directed to that State’s Insurance Department.

For More Information: Guidance material and additional compliance assistance information that may be helpful in understanding the requirements listed above is available in publications, fact sheets, and frequently asked questions available on EBSA’s website at www.dol.gov/ebsa. Interested persons may also call and speak to a benefits advisor about these laws using the EBSA toll-free hotline at **1-866-444-3272**.

Box 20: With respect to Box 20, check “yes” or “no” as applicable. Check “yes” if you answered “yes” in Box 16a and such litigation or enforcement proceeding was related to a provision under part 7 of ERISA.

Box 21: In general, if you are the administrator of a MEWA or ECE that is a group health plan or health insurance issuer or a MEWA or ECE that provides benefits for medical care to employees through one or more group health plans, you must answer “yes” to Box 21 and then proceed to Boxes 21a-21f. For purposes of determining if a MEWA or ECE is in compliance with these provisions, the administrator should check the relevant statutory provisions implementing regulations. In addition, the Self-Compliance Tool at <http://www.dol.gov/ebsa/healthlawschecksheets.html> may be helpful in answering Boxes 21a through 21f. For MEWAs or ECEs who are not yet providing benefits and so are unable to evaluate their compliance with part 7 as of the date the Form M-1 is filed, check “no” and proceed to the signature.

Box 21a: The HIPAA portability requirements added sections 701, 702, and 703 of ERISA. Title I of GINA amended section 702 of ERISA.

General Applicability. In general, you must answer “yes” or “no” to this question if you are the administrator of a MEWA or ECE that is a group health plan or health insurance issuer or a MEWA or ECE that provides benefits for medical care to employees through one or more group health plans.

Exceptions. You may answer “N/A” if either of the following paragraphs apply:

- (1) The MEWA or ECE is a small health plan (as described in section 732(a) of ERISA and §2590.732(b) of the Department’s regulations)
- (2) The MEWA or ECE offers coverage only to small group health plans (as described in section 732(a) of ERISA and §2590.732(b) of the Department’s regulations).

Box 21b: MHPA added section 712 of ERISA. MHPAEA amended section 712 of ERISA.

General Applicability. In general, you must answer “yes” or “no” to this question if you are the administrator of a MEWA or ECE that is a group health plan or health insurance issuer or a MEWA or ECE that provides benefits for medical care to employees through one or more group health plans.

Exceptions. You may answer “N/A” if any of the following paragraphs apply:

- (1) The MEWA or ECE is a small group health plan (as described in section 732(a) of ERISA and §2590.732(b) of the Department’s regulations).
- (2) The MEWA or ECE offers coverage only to small group health plans (as described in section 732(a) of ERISA and §2590.732(b) of the Department’s regulations).
- (3) The MEWA or ECE does not provide both medical/ surgical benefits and mental health benefits.
- (4) The MEWA or ECE offers or provides coverage only to small employers (as described in the small employer exemption contained in section 712(c)(1) of ERISA and §2590.712(e) of the Department’s regulations).
- (5) The coverage has satisfied the requirements for the increased cost exemption (described in section 712(c) of ERISA and §2590.712(f) of the Department’s regulations).

Box 21c: The Newborns’ Act added section 711 of ERISA.

General Applicability. In general, you must answer “yes” or “no” to this question if you are the administrator of a MEWA or ECE that is a group health plan or health insurance issuer or a MEWA or ECE that provides benefits for medical care to employees through one or more group health plans.

Exceptions. You may answer “N/A” if either of the following paragraphs apply:

- (1) The MEWA or ECE does not provide benefits for hospital lengths of stay in connection with childbirth.
- (2) The MEWA or ECE is subject to State law regulating such coverage, instead of the Federal Newborns’ Act requirements, in all States identified in Box 17a, in accordance with section 711(f) of ERISA and §2590.711(e) of the Department’s regulations.

Box 21d: WHCRA added section 713 of ERISA.

General Applicability. In general, you must answer “yes” or “no” to this question if you are the administrator of a MEWA or ECE that is a group health plan or health insurance issuer or a MEWA or ECE that provides benefits for medical care to employees through one or more group health plans.

Exceptions. You may answer “N/A” if any of the following paragraphs apply:

- (1) The MEWA or ECE is a small health plan (as described in section 732(a) of ERISA and §2590.732(b) of the Department’s regulations).
- (2) The MEWA or ECE offers coverage only to small group health plans (as described in section 732(a) of ERISA and §2590.732(b) of the Department’s regulations).
- (3) The MEWA or ECE does not provide medical/ surgical benefits with respect to a mastectomy.

Box 21e: Michelle's Law added section 714 of ERISA.

General Applicability. In general, you must answer "yes" or "no" to this question if you are the administrator of a MEWA or ECE that is a group health plan or health insurance issuer or a MEWA or ECE that provides benefits for medical care to employees through one or more group health plans.

Exceptions. You may answer "N/A" if any of the following paragraphs apply:

- (1) The MEWA or ECE is a small health plan (as described in section 732(a) of ERISA and §2590.732(b) of the Department's regulations).
- (2) The MEWA or ECE offers coverage only to small group health plans (as described in section 732(a) of ERISA and §2590.732(b) of the Department's regulations).
- (3) The MEWA or ECE does not provide coverage to dependents.

Box 21f: The Affordable Care Act amends section 715 of ERISA to incorporate, by reference, changes to the PHS Act.

General Applicability. In general, you must answer "yes" or "no" to this question if you are the administrator of a MEWA or ECE that is a group health plan or health insurance issuer or a MEWA or ECE that provides benefits for medical care to employees through one or more group health plans.

Exceptions. You may answer "N/A" if any of the following paragraphs apply:

- (1) The MEWA or ECE is a small health plan (as described in section 732(a) of ERISA and §2590.732(b) of the Department's regulations).
- (2) The MEWA or ECE offers coverage only to small group health plans (as described in section 732(a) of ERISA and §2590.732(b) of the Department's regulations).

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the law as specified in ERISA. You are required to give us the information. We need it to determine whether the MEWA is operating according to law. You are not required to respond to this collection of information unless it displays a current, valid OMB control number. The average time needed to complete and file the form is estimated below. These times will vary depending on individual circumstances.

Learning about the law or the form: 2 hrs.

Preparing the form: 1 hr. and 20 min. - 2 hrs. and 35 min.

Please 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, Office of Policy and Research, Attention: PRA Official, 200 Constitution Avenue, N.W., Room N-5711, Washington, DC 20210 and reference OMB Control Number 1210-0127.

Self-Compliance Tool for Part 7 of ERISA: HIPAA and Other Health Care-Related Provisions

INTRODUCTION

This self-compliance tool is useful for group health plans, plan sponsors, plan administrators, health insurance issuers, and other parties to determine whether a group health plan is in compliance with some of the provisions of Part 7 of ERISA.

The requirements described in the Part 7 tool generally apply to group health plans and group health insurance issuers. However, references in this tool are generally limited to “group health plans” or “plans” for convenience.

While this self-compliance tool does not necessarily cover all the specifics of these laws, it is intended to assist those involved in operating a group health plan to understand

the laws and related responsibilities. It provides an informal explanation of the statutes and the most recent regulations and interpretations and includes citations to the underlying legal provisions. The information is presented as general guidance, however, and should not be considered legal advice or a substitute for any regulations or interpretive guidance issued by EBSA. In addition, some of the provisions discussed involve issues for which the rules have not yet been finalized. Proposed rules, interim final rules, and transition periods generally are noted. Periodically check the Department of Labor’s Website (www.dol.gov/ebsa) under Laws & Regulations for publication of final rules.

Cumulative List of Self-Compliance Tool Questions for HIPAA and Other Health Care-Related Statutes Added to Part 7 of ERISA

I. Determining Compliance with the HIPAA Provisions in Part 7 of ERISA

**If you answer "No" to any of the questions below, the group health plan
is in violation of the HIPAA provisions in Part 7 of ERISA.**

	YES	NO	N/A
<p><u>SECTION A - Limits on Preexisting Condition Exclusions</u> If the plan imposes a preexisting condition exclusion period, the plan must comply with this section.</p> <p>NOTE: These provisions are affected by section 2704 of the Public Health Service Act, as amended by the Patient Protection and Affordable Care Act. (For information regarding the Affordable Care Act, please visit our website at www.dol.gov/ebsa/healthreform).</p> <p>Definition: Generally, a preexisting condition exclusion is a limitation or exclusion of benefits relating to a condition based on the fact that the condition was present before the effective date of coverage under a group health plan or group health insurance coverage, whether or not any medical advice, diagnosis, care, or treatment was recommended or received before that day. <i>See ERISA section 701(b)(1); 29 CFR 2590.701-3(a)(1).</i></p> <p>Tip: Some preexisting condition exclusions are clearly designated as such in the plan documents. Others are not. Check for <i>hidden</i> preexisting condition exclusion provisions. A hidden preexisting condition exclusion is not designated as a preexisting condition exclusion, but restricts benefits based on when a condition arose in relation to the effective date of coverage.</p>			

	YES	NO	N/A
<p>◆ Example: A plan excludes coverage for cosmetic surgery unless the surgery is required by reason of an accidental injury <u>occurring after the effective date of coverage</u>. This plan provision operates as a preexisting condition exclusion because only people who were injured while covered under the plan receive benefits for treatment. People who were injured while they had no coverage (or while they had prior coverage) do not receive benefits for treatment. Accordingly, this plan provision limits benefits relating to a condition because the condition was present before the effective date of coverage, and is considered a preexisting condition exclusion.</p> <p>A plan imposing a preexisting condition exclusion is required to comply with all the rules described in this SECTION A. Therefore, if the plan is not mindful that a provision operates as a preexisting condition exclusion, there could be multiple violations of this SECTION A.</p> <p>Tip: To comply with HIPAA, a plan imposing a <i>hidden</i> preexisting condition exclusion can rewrite its plan provision so that it is not a preexisting condition exclusion (i.e., benefits are not limited based on whether the condition arose before an individual's effective date of coverage) or the plan must limit the preexisting condition exclusion to comply with the rules of this SECTION A.</p> <p>If the plan does not impose a preexisting condition exclusion period, including a <i>hidden</i> preexisting condition exclusion period, check "N/A" and skip to SECTION B</p>			<input type="checkbox"/>
<p>Question 1 – Six-month look-back period Does the plan comply with the 6-month look-back rule?</p> <p>◆ A preexisting condition exclusion may apply only to conditions for which medical advice, diagnosis, care, or treatment was recommended or received during the 6-month period ending on an individual's "enrollment date." <i>See ERISA section 701(a)(1); 29 CFR 2590.701-3(a)(2)(i).</i></p> <p>Definitions: An individual's <u>enrollment date</u> is the earlier of: (1) the first day of coverage; or (2) the first day of any waiting period for coverage. (<u>Waiting period</u> means the period that must pass before an employee or dependent is eligible to enroll under the terms of the plan. If an employee or dependent enrolls as a late enrollee or special enrollee, any period before such enrollment date is not a waiting period.) Therefore, if the plan has a waiting period, the 6-month look-back period ends on the first day of the waiting period, not the first day of coverage. <i>See ERISA sections 701(b)(1) and (4); 29 CFR 2590.701-3(a)(3).</i></p> <p>Tip: If the plan has a waiting period for coverage, ensure that the 6-month look-back period is measured from the first day of the waiting period, not the first day of coverage.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>Question 2 – Twelve/eighteen-month look-forward period Does the plan comply with HIPAA's 12-month (or 18-month) look-forward rule?</p> <p>◆ The maximum preexisting condition exclusion period is 12 months (18 months for late enrollees), measured from an individual's enrollment date. <i>See ERISA section 701(a)(2); 29 CFR 2590.701-3(a)(2)(ii).</i></p> <p>Tip: If the plan has a waiting period, the 12-month (or 18-month) look-forward period must begin on the first day of the waiting period, not the first day of coverage. Therefore, the preexisting condition exclusion period runs concurrently with the waiting period, rather than beginning after the waiting period ends.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 3 – Offsetting the length of preexisting condition exclusions by creditable coverage Does the plan offset the length of its preexisting condition exclusion by an individual's creditable coverage?</p> <p>◆ The length of the plan's preexisting condition exclusion must be offset by the number of days of an individual's creditable coverage. However, days of coverage prior to a "significant break in coverage" are not required to be counted as creditable coverage. Under Federal law, a significant break in coverage is a period of 63 days or more without any health coverage. <i>See ERISA section 701(a)(3); 29 CFR 2590.701-3(a)(2)(iii).</i></p> <p>Definition: Creditable coverage means coverage of an individual under any of the following:</p> <ul style="list-style-type: none"> ◆ A group health plan (including COBRA coverage), ◆ Health insurance coverage, ◆ Medicare, ◆ Medicaid, ◆ TRICARE, ◆ The Indian Health Service, ◆ A State health risk benefit pool, ◆ The Federal Employee Health Benefit Program, ◆ A public health plan, ◆ Peace Corps Act health benefits, or ◆ The State Children's Health Insurance Program. <p><i>See ERISA section 701(c); 29 CFR 2590.701-4(a)(1).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 4 – Preexisting condition exclusion on genetic information Does the plan comply with HIPAA by not imposing a preexisting condition exclusion with respect to genetic information?</p> <p>◆ Genetic information alone cannot be treated as a preexisting condition in the absence of a diagnosis of a condition related to such information. <i>See ERISA section 701(a)(1) and (b)(1); 29 CFR 2590.701-3(b)(6).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 5 – Preexisting condition exclusion on newborns</u> Does the plan comply with HIPAA by not imposing an impermissible preexisting condition exclusion on newborns?</p> <p>◆ A plan generally may not impose a preexisting condition exclusion on a child who enrolls in creditable coverage within 30 days of birth. <i>See ERISA section 701(d)(1); 29 CFR 2590.701-3(b)(1).</i></p> <p>Tip: Even if a child is not covered under the plan within 30 days of birth, the child still cannot be subject to a preexisting condition exclusion if he or she was enrolled in any creditable coverage within 30 days of birth and does not incur a subsequent 63-day break in coverage.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 6 – Preexisting condition exclusion on children adopted or placed for adoption</u> Does the plan comply with HIPAA by not imposing an impermissible preexisting condition exclusion on adopted children or children placed for adoption?</p> <p>◆ A plan generally may not impose a preexisting condition exclusion on a child who enrolls in creditable coverage within 30 days of adoption or placement for adoption. <i>See ERISA section 701(d)(2); 29 CFR 2590.701-3(b)(2).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 7 – Preexisting condition exclusion on pregnancy</u> Does the plan comply with HIPAA by not imposing a preexisting condition exclusion on pregnancy?</p> <p>◆ A plan may not impose a preexisting condition exclusion relating to pregnancy. <i>See ERISA section 701(d)(3); 29 CFR 2590.701-3(b)(5).</i></p> <p>Tip: A plan provision that denies benefits for pregnancy until 12 months after an individual generally becomes eligible for benefits under the plan is a preexisting condition exclusion and is prohibited. <i>See 29 CFR 2590.701-3(a)(1)(ii) Example 5.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 8 – General notices of preexisting condition exclusion</u> Does the plan provide adequate and timely general notices of preexisting condition exclusions?</p> <p>◆ A group health plan may not impose a preexisting condition exclusion with respect to a participant or dependent before notifying the participant, in writing, of:</p> <ul style="list-style-type: none"> ❖ The existence and terms of any preexisting condition exclusion under the plan. This includes the length of the plan’s look-back period, the maximum preexisting condition exclusion period under the plan, and how the plan will reduce this maximum by creditable coverage. 	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<ul style="list-style-type: none"> ❖ A description of the rights of individuals to demonstrate creditable coverage (and any applicable waiting periods) through a certificate of creditable coverage or through other means. This must include: (1) a description of the right of the individual to request a certificate from a prior plan or issuer, if necessary; and (2) a statement that the current plan or issuer will assist in obtaining a certificate from any prior plan or issuer, if necessary. ❖ A person to contact (including an address or telephone number) for obtaining additional information or assistance regarding the preexisting condition exclusion. <p><i>See 29 CFR 2590.701-3(c)(2).</i></p> <ul style="list-style-type: none"> ◆ The general notice is required to be provided as part of any written application materials distributed for enrollment. If a plan does not distribute such materials, the notice must be provided by the earliest date following a request for enrollment that the plan, acting in a reasonable and prompt fashion, can provide the notice. <i>See 29 CFR 2590.701-3(c)(1).</i> <p>Tips: Ensure that the general notice is both complete and timely. The plan can include its general notice of preexisting condition exclusion in the summary plan description (SPD) if the SPD is provided as part of the application materials. If not, this general notice must be provided separately to be timely. A model notice is provided in the EBSA publication, <i>Health Benefits Coverage Under Federal Law</i>.</p>			
<p><u>Question 9 – Determination of creditable coverage</u> Does the plan comply with the requirements relating to determination of individuals’ creditable coverage?</p> <ul style="list-style-type: none"> ◆ If a plan receives creditable coverage information from an individual, the plan is required to make a determination regarding the amount of the individual’s creditable coverage and the length of any preexisting condition exclusion that remains. This determination must be made within a reasonable time following the receipt of the creditable coverage information. Whether this determination is made within a reasonable time depends on all the relevant facts and circumstances, including whether the plan’s application of a preexisting condition exclusion would prevent an individual from having access to urgent medical care. <i>See 29 CFR 2590.701-3(d)(1).</i> ◆ A plan may not impose any limit on the amount of time an individual has to present a certificate or other evidence of creditable coverage. <i>See 29 CFR 2590.701-3(d)(2).</i> 	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>Question 10 – Individual notices of preexisting condition exclusions Does the plan provide adequate and timely individual notices of preexisting condition exclusion?</p> <p>◆ After an individual has presented evidence of creditable coverage and after the plan has made a determination of creditable coverage (<i>See 29 CFR 2590.701-3(d)</i>), the plan must provide the individual a written notice of the length of preexisting condition exclusion that remains after offsetting for prior creditable coverage. <i>See 29 CFR 2590.701-3(e)</i>.</p> <p>◆ Exception: A plan is not required to provide this notice if the plan’s preexisting condition exclusion is completely offset by the individual’s prior creditable coverage. <i>See 29 CFR 2590.701-3(e)</i>.</p> <p>◆ The notice must disclose:</p> <ul style="list-style-type: none"> ❖ The determination of the length of any preexisting condition exclusion that applies to the individual (including the last day on which the preexisting condition exclusion applies); ❖ The basis for the determination, including the source and substance of any information on which the plan relied; ❖ An explanation of the individual’s right to submit additional evidence of creditable coverage; and ❖ A description of any applicable appeal procedures established by the plan. <i>See 29 CFR 2590.701-3(e)(2)</i>. <p>◆ The individual notice must be provided by the earliest date following a determination that the plan, acting in a reasonable and prompt fashion, can provide the notice. <i>See 29 CFR 2590.701-3(e)(1)</i>.</p> <p>Tips: Ensure that individual notices are complete and timely as well. A model notice is provided in the EBSA publication, <i>Health Benefits Coverage Under Federal Law</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 11 – Reconsideration If the plan determines that an individual does not have the creditable coverage claimed, and the plan wants to modify an initial determination of creditable coverage, does the plan comply with the rules relating to reconsideration?</p> <p>◆ A plan may modify an initial determination of an individual’s creditable coverage if the plan determines that the individual did not have the claimed creditable coverage, provided that:</p> <ul style="list-style-type: none"> ❖ A notice of the new determination is provided to the individual; and ❖ Until the new notice is provided, the plan, for purposes of approving access to medical services, acts in a manner consistent with the initial determination of creditable coverage. <p><i>See 29 CFR 2590.701-3(f)</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>SECTION B - Compliance with the Certificate of Creditable Coverage Provisions</u></p> <p>Regardless of whether the plan imposes a preexisting condition exclusion, the plan is required to issue certificates of creditable coverage when coverage ceases and upon request.</p> <p>To be complete, under 29 CFR 2590.701-5(a)(3)(ii), each certificate must include:</p> <ol style="list-style-type: none"> 1. Date issued; 2. Name of plan; 3. The individual's name and identification information (**Note: Dependent information can be included on the same certificate with the participant information or on a separate certificate. The plan is required to have used <u>reasonable efforts to get dependent information.</u> See 29 CFR 2590.701-5(a)(5)(i)); 4. Plan administrator name, address, and telephone number; 5. Telephone number for further information (if different); 6. Individual's creditable coverage information: <ul style="list-style-type: none"> ❖ Either: (1) that the individual has at least 18 months of creditable coverage; or (2) the date any waiting period (or affiliation period) began and the date creditable coverage began. ❖ Also, either: (1) the date creditable coverage ended; or (2) that creditable coverage is continuing. ❖ Automatic certificates of creditable coverage should reflect the last period of continuous coverage. ❖ Requested certificates should reflect periods of continuous coverage that an individual had in the 24 months prior to the date of the request (up to 18 months of creditable coverage). See 29 CFR 2590.701-5(a)(3)(iii). 7. An educational statement regarding HIPAA, which explains: <ul style="list-style-type: none"> ❖ The restrictions on the ability of a plan or issuer to impose a preexisting condition exclusion (including an individual's ability to reduce a preexisting condition exclusion by creditable coverage); ❖ Special enrollment rights; ❖ The prohibitions against discrimination based on any health factor; ❖ The right to individual health coverage; ❖ The fact that State law may require issuers to provide additional protections to individuals in that State; and ❖ Where to get more information. <p>Tips: Remember to include information about waiting periods and dependents. If a plan imposes a waiting period, the date the waiting period began is required to be reflected on the certificate. In addition, if the certificate applies to more than one person (such as a participant and dependents), the dependents' creditable coverage information is required to be reflected on the certificate (or the plan can issue a separate certificate to each dependent). (**Note: If a dependent's last known address is different from the participant's last known address, a separate certificate is required to be provided to the dependent at the dependent's last known address.) A model notice is provided in the EBSA publication, <i>Health Benefits Coverage Under Federal Law</i>.</p>			

	YES	NO	N/A
<p>** Special Accountability Rule for Insured Plans:</p> <ul style="list-style-type: none"> ◆ Under a special accountability rule in ERISA section 701(e)(1)(C) and 29 CFR 2590.701-5(a)(1)(iii), a health insurance issuer, rather than the plan, may be responsible for providing certificates of creditable coverage by virtue of an agreement between the two that makes the issuer responsible. In this case, the issuer, but not the plan, violates the certificate requirements of section 701(e) if a certificate is not provided in compliance with these rules. (**Note: An agreement with a third-party administrator (TPA) that is not insuring benefits will not transfer responsibility from the plan.) ◆ Despite this special accountability rule, other responsibilities, such as a plan administrator's duty to monitor compliance with a contract, remain unaffected. <p>Accordingly, this section of the self-compliance tool is organized differently to take into account this special accountability rule.</p>			
<p><u>Question 12 – Automatic certificates of creditable coverage upon loss of coverage</u> Does the plan provide complete and timely certificates of creditable coverage to individuals automatically upon loss of coverage?</p> <ul style="list-style-type: none"> ◆ Plans are required to provide each participant and dependent covered under the plan an <u>automatic</u> certificate, free of charge, when coverage ceases. (If the plan is insured and there is an agreement with the issuer that the issuer is responsible for providing the certificates, check "N/A" and go to Question 13.) ◆ Under 29 CFR 2590.701-5(a)(2)(ii), plans and issuers must furnish an automatic certificate of creditable coverage: <ul style="list-style-type: none"> ❖ To an individual who is entitled to elect COBRA, at a time no later than when a notice is required to be provided for a qualifying event under COBRA (usually not more than 44 days); ❖ To an individual who loses coverage under the plan and who is not entitled to elect COBRA, within a reasonable time after coverage ceases; and ❖ To an individual who ceases COBRA, within a reasonable time after COBRA coverage ceases (or after the expiration of any grace period for nonpayment of premiums). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Question 13 – Automatic certificate upon loss of coverage – Issuer Responsibility</u> If there is an agreement between the plan and the issuer stating that the issuer is responsible for providing certificates of creditable coverage, does the issuer provide complete and timely certificates?</p> <ul style="list-style-type: none"> ◆ Even if the plan is not responsible for issuing certificates of creditable coverage, the plan should monitor issuer compliance with the certification provisions. ◆ If the plan is self-insured, or if there is no such agreement between the plan and the issuer, check "N/A" and skip to Question 14. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
<p><u>Question 14 – Certificates of creditable coverage upon request</u> Does the plan provide complete certificates of creditable coverage upon request?</p> <p>(If the plan is insured and the issuer is responsible for issuing certificates pursuant to an agreement, check "N/A" and go to Question 15.)</p> <p>◆ Certificates of creditable coverage must be provided free of charge to individuals who request a certificate <u>while covered under the plan and for up to 24 months after coverage ends</u>. See <i>ERISA section 701(e)(1)(A)</i>; <i>29 CFR 2590.701-5(a)(2)(iii)</i>.</p> <p>◆ Requested certificates must be provided, at the earliest time that a plan or issuer, acting in a reasonable and prompt fashion, can provide the certificate of creditable coverage. See <i>29 CFR 2590.701-5(a)(2)(iii)</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Question 15 – Certificates upon request – Issuer Responsibility</u> If the plan is insured and there is an agreement between the plan and the issuer stating that the issuer is responsible for providing certificates of creditable coverage, does the issuer provide complete certificates?</p> <p>◆ Even if the plan is not responsible for issuing certificates of creditable coverage, the plan should monitor issuer compliance with the certification provisions.</p> <p>◆ If the plan is self-insured, or if there is no such agreement between the plan and the issuer, check "N/A" and skip to Question 16.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Question 16 – Written Procedure for Requesting Certificates</u> Does the plan have a written procedure for individuals to request and receive certificates of creditable coverage?</p> <p>◆ The plan must have a written procedure for individuals to request and receive certificates of creditable coverage. The written procedure must include all contact information necessary to request a certificate (such as name and phone number or address). See <i>29 CFR 2590.701-5(a)(4)(ii)</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>SECTION C – Compliance with the Special Enrollment Provisions</u> Group health plans must allow individuals (who are otherwise eligible) to enroll upon certain specified events, regardless of any late enrollment provisions, if enrollment is requested within 30 days (or 60 days in the case of the special enrollment rights added by the Children's Health Insurance Program Reauthorization Act of 2009, discussed in Question 19) of the event. The plan must provide for special enrollment, as follows:</p>			

	YES	NO	N/A
<p>Question 17 – Special enrollment upon loss of other coverage Does the plan provide full special enrollment rights upon loss of other coverage?</p> <p>◆ A plan must permit loss-of-coverage special enrollment upon: (1) loss of eligibility for group health plan coverage or health insurance coverage; and (2) termination of employer contributions toward group health plan coverage. <i>See ERISA section 701(f)(1); 29 CFR 2590.701-6(a).</i></p> <p>◆ <u>When a current employee loses eligibility for coverage</u>, the plan must permit the employee and any dependents to special enroll. <i>See 29 CFR 2590.701-6(a)(2)(i).</i></p> <p>◆ <u>When a dependent of a current employee loses eligibility for coverage</u>, the plan must permit the dependent and the employee to special enroll. <i>See 29 CFR 2590.701-6(a)(2)(ii).</i></p> <p>Examples: Examples of reasons for loss of eligibility include: legal separation, divorce, death of an employee, termination or reduction in the number of hours of employment - voluntary or involuntary (with or without electing COBRA), exhaustion of COBRA, reduction in hours, "aging out" under other parent's coverage, moving out of an HMO's service area, and meeting or exceeding a lifetime limit on all benefits. Loss of eligibility for coverage does not include loss due to the individual's failure to pay premiums or termination of coverage for cause - such as for fraud. <i>See 29 CFR 2590.701-6(a)(3)(i).</i></p> <p>◆ When employer contributions toward an employee's or dependent's coverage terminates, the plan must permit special enrollment, even if the employee or dependent did not lose eligibility for coverage. <i>See 29 CFR 2590.701-6(a)(3)(ii).</i></p> <p>◆ Plans must allow an employee a period of at least 30 days to request enrollment. <i>See 29 CFR 2590.701-6(a)(4)(i).</i></p> <p>◆ Coverage must become effective no later than the first day of the first month following a completed request for enrollment. <i>See 29 CFR 2590.701-6(a)(4)(ii).</i></p> <p>Tip: Ensure that the plan permits special enrollment upon <u>all</u> of the loss of coverage events described above.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 18 – Dependent special enrollment Does the plan provide full special enrollment rights to individuals upon marriage, birth, adoption, and placement for adoption?</p> <p>◆ Plans must generally permit current employees to enroll upon marriage and upon birth, adoption, or placement for adoption of a dependent child. <i>See ERISA section 701(f)(2); 29 CFR 2590.701-6(b)(2).</i></p> <p>◆ Plans must generally permit a participant's spouse and new dependents to enroll upon marriage, birth, adoption, and placement for adoption. <i>See ERISA section 701(f)(2); 29 CFR 2590.701-6(b)(2).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<ul style="list-style-type: none"> ◆ Plans must allow an individual a period of at least 30 days to request enrollment. <i>See 29 CFR 2590.701-6(b)(3)(i).</i> ◆ In the case of marriage, coverage must become effective no later than the first day of the month following a completed request for enrollment. <i>See 29 CFR 2590.701-6(b)(3)(iii)(A).</i> ◆ In the case of birth, adoption, or placement for adoption, coverage must become effective as of the date of the birth, adoption, or placement for adoption. <i>See 29 CFR 2590.701-6(b)(3)(iii)(B).</i> <p>Tips: Remember to allow all eligible employees, spouses, and new dependents to enroll upon these events. Also, ensure that the effective date of coverage complies with HIPAA, keeping in mind that some effective dates of coverage are retroactive.</p>			
<p><u>Question 19 – Special enrollment rights provided through CHIPRA</u> Does the plan provide full special enrollment rights as required under CHIPRA?</p> <p>Under the following conditions a group health plan must allow an employee or dependent (who is otherwise eligible) to enroll, regardless of any late enrollment provisions, if enrollment is requested within 60 days:</p> <ul style="list-style-type: none"> ◆ <i>When an employee or dependent’s Medicaid or CHIP coverage is terminated.</i> When an employee or dependent is covered under a Medicaid plan under title XIX of the Social Security Act or under a State child health plan under title XXI of the Social Security Act and coverage of the employee or dependent is terminated as a result of loss of eligibility, a group health plan must allow special enrollment. The employee or dependent must request special enrollment within 60 days after the date of termination of Medicaid or CHIP coverage. <i>See ERISA section 701(f)(3).</i> ◆ <i>Upon Eligibility for Employment Assistance under Medicaid or CHIP.</i> When an employee or dependent becomes eligible for assistance, with respect to coverage under the group health plan or health insurance coverage under a Medicaid plan or State CHIP plan, the group health plan must allow special enrollment. The employee or dependent must request special enrollment within 60 days after the employee or dependent is determined to be eligible for assistance. <i>See ERISA section 701(f)(3).</i> <p>NOTE: In addition, <u>employers</u> that maintain a group health plan in a state with a CHIP or Medicaid program that provides for premium assistance for group health plan coverage must provide a notice of eligibility (referred to as the Employer CHIP Notice) to each employee to inform them of possible opportunities available in the state in which they reside for premium assistance for health coverage of employees or dependents. A model notice is available at www.dol.gov/ebsa.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>Question 20 – Treatment of special enrollees Does the plan treat special enrollees the same as individuals who enroll when first eligible, for purposes of eligibility for benefit packages, premiums, and imposing a preexisting condition exclusion?</p> <p>◆ If an individual requests enrollment while the individual is entitled to special enrollment, the individual is a special enrollee, even if the request for enrollment coincides with a late enrollment opportunity under the plan. <i>See 29 CFR 2590.701-6(d)(1).</i></p> <p>◆ Special enrollees must be offered the same benefit packages available to similarly situated individuals who enroll when first eligible. (Any difference in benefits or cost-sharing requirements for different individuals constitutes a different benefit package.) In addition, a special enrollee cannot be required to pay more for coverage than a similarly situated individual who enrolls in the same coverage when first eligible. The length of any preexisting condition exclusion that may be applied cannot exceed that applied to other similarly situated individuals who enroll when first eligible. <i>See 29 CFR 2590.701-6(d)(2).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 21 – Notice of special enrollment rights Does the plan provide timely and adequate notices of special enrollment rights?</p> <p>◆ On or before the time an employee is offered the opportunity to enroll in the plan, the plan must provide the employee with a description of special enrollment rights.</p> <p>Tip: Ensure that the special enrollment notice is provided at or before the time an employee is initially offered the opportunity to enroll in the plan. This may mean breaking it off from the SPD. The plan can include its special enrollment notice in the SPD if the SPD is provided at or before the initial enrollment opportunity (for example, as part of the application materials). If not, the special enrollment notice must be provided separately to be timely. A model notice is provided in the EBSA publication, <i>Health Benefits Coverage Under Federal Law</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>SECTION D – Compliance with the HIPAA Nondiscrimination Provisions Overview. HIPAA prohibits group health plans and health insurance issuers from discriminating against individuals in eligibility and continued eligibility for benefits and in individual premium or contribution rates based on health factors. These health factors include: health status, medical condition (including both physical and mental illnesses), claims experience, receipt of health care, medical history, genetic information, evidence of insurability (including conditions arising out of acts of domestic violence and participation in activities such as motorcycling, snowmobiling, all-terrain vehicle riding, horseback riding, skiing, and other similar activities), and disability. <i>See ERISA section 702; 29 CFR 2590.702.</i></p>			

	YES	NO	N/A
<p><u>Similarly Situated Individuals.</u> It is important to recognize that the nondiscrimination rules prohibit discrimination within a group of similarly situated individuals. Under 29 CFR 2590.702(d), plans may treat distinct groups of similarly situated individuals differently, if the distinctions between or among the groups are not based on a health factor. If distinguishing among groups of participants, plans and issuers must base distinctions on bona fide employment-based classifications consistent with the employer's usual business practice. Whether an employment-based classification is bona fide is based on relevant facts and circumstances, such as whether the employer uses the classification for purposes independent of qualification for health coverage. Bona fide employment-based classifications might include: full-time versus part-time employee status; different geographic location; membership in a collective bargaining unit; date of hire or length of service; or differing occupations. In addition, plans may treat participants and beneficiaries as two separate groups of similarly situated individuals. Plans may also distinguish among beneficiaries. Distinctions among groups of beneficiaries may be based on bona fide employment-based classifications of the participant through whom the beneficiary is receiving coverage, relationship to the participant (such as spouse or dependent), marital status, age of dependent children, or any other factor that is not a health factor. However, see section 2714 of the PHS Act, as amended by the Patient Protection and Affordable Care Act, for rules on defining dependents under the plan. (For information regarding the Affordable Care Act, please visit our website at www.dol.gov/ebsa/healthreform).</p> <p>Exception for benign discrimination: The nondiscrimination rules do not prohibit a plan from establishing more favorable rules for eligibility or premium rates for individuals with an adverse health factor, such as a disability. <i>See 29 CFR 2590.702(g).</i></p> <p>Check to see that the plan complies with HIPAA's nondiscrimination provisions as follows:</p>			
<p><u>Question 22 – Nondiscrimination in eligibility</u> Does the plan allow individuals eligibility and continued eligibility under the plan regardless of any adverse health factor?</p> <p>◆ Examples of plan provisions that violate ERISA section 702(a) because they discriminate in eligibility based on a health factor include:</p> <ul style="list-style-type: none"> ❖ Plan provisions that require "evidence of insurability," such as passing a physical exam, providing a certification of good health, or demonstrating good health through answers to a health care questionnaire in order to enroll. <i>See 29 CFR 2590.702(b)(1).</i> <p>◆ Also, note that it may be permissible for plans to require individuals to complete physical exams or health care questionnaires for purposes other than for determining eligibility to enroll in the plan, such as for determining an appropriate blended, aggregate group rate for providing coverage to the plan as a whole. <i>See 29 CFR 2590.702(b)(1)(iii) Example 1.</i></p> <p>Tip: Eliminate plan provisions that deny individuals eligibility or continued eligibility under the plan based on a health factor, even if such provisions apply only to late enrollees.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>Question 23 – Nondiscrimination in benefits Does the plan uniformly provide benefits to participants and beneficiaries, without directing any benefit restrictions at individual participants and beneficiaries based on a health factor?</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>◆ A plan is not required to provide any benefits, but benefits provided must be uniformly available and any benefit restrictions must be applied uniformly to all similarly situated individuals and cannot be directed at any individual participants or beneficiaries based on a health factor. If benefit exclusions or limitations are applied only to certain individuals based on a health factor, this would violate ERISA section 702(a) and 29 CFR 2590.702(b)(2).</p> <p>◆ Examples of plan provisions that would be permissible under ERISA section 702(a) include:</p> <ul style="list-style-type: none"> ❖ Limits or exclusions for certain types of treatments or drugs, ❖ Limitations based on medical necessity or experimental treatment, and ❖ Cost-sharing, <p>if the limit applies uniformly to all similarly situated individuals and is not directed at individual participants or beneficiaries based on a health factor.</p> <p>◆ A plan amendment applicable to all similarly situated individuals and made effective no earlier than the first day of the next plan year is not considered directed at individual participants and beneficiaries. <i>See 29 CFR 2590.702(b)(2)(i)(C).</i></p>			
<p>Question 24 – Source-of-injury restrictions If the plan imposes a source-of-injury restriction, does it comply with the HIPAA nondiscrimination provisions?</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>◆ Plans may exclude benefits for the treatment of certain injuries based on the source of that injury, except that plans may not exclude benefits otherwise provided for treatment of an injury if the injury results from an act of domestic violence or a medical condition. <i>See 29 CFR 2590.702(b)(2)(iii).</i> An example of a permissible source-of-injury exclusion would include:</p> <ul style="list-style-type: none"> ❖ A plan provision that provides benefits for head injuries generally, but excludes benefits for head injuries sustained while participating in bungee jumping, as long as the injuries do not result from a medical condition or domestic violence. <p>◆ An impermissible source-of-injury exclusion would include:</p> <ul style="list-style-type: none"> ❖ A plan provision that generally provides coverage for medical/surgical benefits, including hospital stays that are medically necessary, but excludes benefits for self-inflicted injuries or attempted suicide. This is impermissible because the plan provision excludes benefits for treatment of injuries that may result from a medical condition (depression). <p>◆ If the plan does not impose a source-of-injury restriction, check "N/A" and skip to Question 25.</p>			

	YES	NO	N/A
<p>Question 25 – Nondiscrimination in premiums or contributions Does the plan comply with HIPAA’s nondiscrimination rules regarding individual premium or contribution rates?</p> <p>◆ Under ERISA section 702(b) and 29 CFR 2590.702(c), plans may not require an individual to pay a premium or contribution that is greater than a premium or contribution for a similarly situated individual enrolled in the plan on the basis of any health factor. For example, it would be impermissible for a plan to require certain full-time employees to pay a higher premium than other full-time employees based on their prior claims experience.</p> <p>◆ Nonetheless, the nondiscrimination rules do not prohibit a plan from providing a reward based on adherence to a wellness program. <i>See ERISA section 702(b)(2)(B); 29 CFR 2590.702(b)(2)(ii) and (c)(3)</i>. Final rules for wellness programs were published on December 13, 2006, at 71 FR 75014. <i>See proposed regulations issued by the Departments on November 26, 2012 at 77 FR 70620</i>. These rules permit rewards that are not contingent on an individual meeting a standard related to a health factor. In addition, these rules permit rewards that are contingent on an individual meeting a standard related to a health factor if:</p> <ul style="list-style-type: none"> ❖ The total reward for all the plan’s wellness programs that require satisfaction of a standard related to a health factor is limited – generally, it must not exceed 20 percent of the cost of employee-only coverage under the plan. If dependents (such as spouses and/or dependent children) may participate in the wellness program, the reward must not exceed 20 percent of the cost of the coverage in which an employee and any dependents are enrolled. ❖ The program must be reasonably designed to promote health and prevent disease. ❖ The program must give individuals eligible to participate the opportunity to qualify for the reward at least once per year. ❖ The reward must be available to all similarly situated individuals. The program must allow a reasonable alternative standard (or waiver of initial standard) for obtaining the reward to any individual for whom it is unreasonably difficult due to a medical condition, or medically inadvisable, to satisfy the initial standard. ❖ The plan must disclose in all materials describing the terms of the program the availability of a reasonable alternative standard (or the possibility of a waiver of the initial standard). A model notice is provided in the EBSA publication, <i>Health Benefits Coverage Under Federal Law</i>. <p>To help evaluate whether this exception is available, refer to Section E on page 16. Once you have completed Section E, return to this page to continue with Question 26, below.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 26 – List billing Is there compliance with the list billing provisions?</p> <p>◆ Under 29 CFR 2590.702(c)(2)(ii), plans and issuers may not charge or quote an employer a different premium for an individual in a group of similarly situated individuals based on a health factor. This practice is commonly referred to as list billing. If an issuer is list billing an employer and the plan is passing the separate and different rates on to the individual participants and beneficiaries, both the</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>plan and the issuer are violating the prohibition against discrimination in premium rates. This does not prevent plans and issuers from taking the health factors of each individual into account in establishing a blended/aggregate rate for providing coverage to the plan.</p>			
<p>Question 27 – Nonconfinement clauses Is the plan free of any nonconfinement clauses?</p> <p>◆ Typically, a nonconfinement clause will deny or delay eligibility for some or all benefits if an individual is confined to a hospital or other health care institution. Sometimes nonconfinement clauses also deny or delay eligibility if an individual cannot perform ordinary life activities. Often a nonconfinement clause is imposed only with respect to dependents, but they may also be imposed with respect to employees. 29 CFR 2590.702(e)(1) explains that these nonconfinement clauses violate ERISA sections 702(a) (if the clause delays or denies eligibility) and 702(b) (if the clause raises individual premiums).</p> <p>Tip: Delete all nonconfinement clauses.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 28 – Actively-at-work clauses Is the plan free of any impermissible actively-at-work clauses?</p> <p>◆ Typically, actively-at-work provisions delay eligibility for benefits based on an individual being absent from work. 29 CFR 2590.702(e)(2) explains that actively-at-work provisions generally violate ERISA sections 702(a) (if the clause delays or denies eligibility) and 702(b) (if the clause raises individual premiums or contributions), unless absence from work due to a health factor is treated, for purposes of the plan, as if the individual is at work. Nonetheless, an exception provides that a plan may establish a rule for eligibility that requires an individual to begin work for the employer sponsoring the plan before eligibility commences. Further, plans may establish rules for eligibility or set any individual's premium or contribution rate in accordance with the rules relating to similarly situated individuals in 29 CFR 2590.702(d). For example, a plan that treats full-time and part-time employees differently for other employment-based purposes, such as eligibility for other employee benefits, may distinguish in rules for eligibility under the plan between full-time and part-time employees.</p> <p>Tip: Carefully examine any actively-at-work provision to ensure consistency with HIPAA.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>SECTION E – Compliance with the Wellness Program Provisions Use the following questions to help determine whether the plan offers a program of health promotion or disease prevention that is required to comply with the Department's final wellness program regulations and, if so, whether the program is in compliance with the regulations. <i>See proposed regulations issued by the Departments on November 26, 2012 at 77 FR 70620.</i></p>			

	YES	NO	N/A
<p>Question 29 – Does the plan have a wellness program?</p> <p>◆ A wide range of wellness programs exist to promote health and prevent disease. However, these programs are not always labeled “wellness programs.” Examples include: a program that reduces individuals’ cost-sharing for complying with a preventive care plan; a diagnostic testing program for health problems; and rewards for attending educational classes, following healthy lifestyle recommendations, or meeting certain biometric targets (such as weight, cholesterol, nicotine use, or blood pressure targets).</p> <p>Tip: Ignore the labels – wellness programs can be called many things. Other common names include: disease management programs, smoking cessation programs, and case management programs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 30 – Is the wellness program part of a group health plan?</p> <p>◆ The wellness program is only subject to Part 7 of ERISA if it is part of a group health plan. If the employer operates the wellness program as an employment policy separate from the group health plan, the program may be covered by other laws, but it is not subject to the group health plan rules discussed here.</p> <p>Example: An employer institutes a policy that any employee who smokes will be fired. Here, the plan is not acting, so the wellness program rules do not apply. (But see 29 CFR 2590.702, which clarifies that compliance with the HIPAA nondiscrimination rules, including the wellness program rules, is not determinative of compliance with any other provision of ERISA or any other State or Federal law, such as the Americans with Disabilities Act.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 31 – Does the program discriminate based on a health factor?</p> <p>◆ A plan discriminates based on a health factor if it requires an individual to meet a standard related to a health factor in order to obtain a reward. A reward can be in the form of a discount or rebate of a premium or contribution, a waiver of all or part of a cost-sharing mechanism (such as deductibles, copayments, or coinsurance), the absence of a surcharge, or the value of a benefit that would otherwise not be provided under the plan.</p> <p>Example 1: Plan participants who have a cholesterol level under 200 will receive a premium reduction of 20 percent. In this Example 1, the plan requires individuals to meet a standard related to a health factor in order to obtain a reward.</p> <p>Example 2: A plan requires all eligible employees to complete a health risk assessment to enroll in the plan. Employee answers are fed into a computer that identifies risk factors and sends educational information to the employee’s home address. In this Example 2, the requirement to complete the assessment does not, itself, discriminate based on a health factor. However, if the plan used individuals’ specific health information to discriminate in individual eligibility, benefits, or premiums, there would be discrimination based on a health factor.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>If you answered “No” to ANY of the above questions, STOP. The plan does not maintain a program subject to the group health plan wellness program rules. If you are completing this section as part of a review of your plan, please return to Question 26.</p>			
<p>Question 32 – If the program discriminates based on a health factor, is the program saved by the benign discrimination provisions?</p> <p>◆ The Department’s regulations at 29 CFR 2590.702(g) permit discrimination <i>in favor</i> of an individual based on a health factor.</p> <p>Example: A plan grants participants who have diabetes a waiver of the plan’s annual deductible if they enroll in a disease management program that consists of attending educational classes and following their doctor’s recommendations regarding exercise and medication. <i>This is benign discrimination because the program is offering a reward to individuals based on an adverse health factor.</i></p> <p>Tip: The benign discrimination exception is NOT available if the plan asks diabetics to meet a standard related to a health factor (such as maintaining a certain body mass index (BMI)) in order to get a reward. In this case, an intervening discrimination is introduced and the plan cannot rely solely on the benign discrimination exception.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>If you answered “Yes” to the previous question, STOP. There are no violations of the wellness program rules. If you are completing this section as part of a review of your plan, please return to Question 26.</p> <p>If you answered “No” to the previous question, the wellness program must meet the following 5 criteria.</p>			
<p>Question 33 – Compliance Criteria</p> <p>A. Is the amount of the reward offered under the plan limited to 20 percent of the applicable cost of coverage? (29 CFR 2590.702(f)(2)(i))</p> <p>Keep in mind these considerations when analyzing the reward amount:</p> <p>Who is eligible to participate in the wellness program?</p> <p>If only employees are eligible to participate, the amount of the reward must not exceed 20 percent of the cost of employee-only coverage under the plan. If employees and any class of dependents are eligible to participate, the reward must not exceed 20 percent of the cost of coverage in which an employee and any dependents are enrolled.</p> <p>Does the plan have more than one wellness program?</p> <p>The 20 percent limitation on the amount of the reward applies to all of a plan’s wellness programs <i>that require individuals to meet a standard related to a health factor</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>Example: If the plan has two wellness programs with standards related to a health factor, a 20 percent reward for meeting a BMI target and a 10 percent reward for meeting a cholesterol target, it must decrease the total reward available from 30 percent to 20 percent. However, if instead, the program offered a 10 percent reward for meeting a body mass index target, a 10 percent reward for meeting a cholesterol target, and a 10 percent reward for completing a health risk assessment (regardless of any individual’s specific health information), the rewards do not need to be adjusted because the 10 percent reward for completing the health risk assessment does not require individuals to meet a standard related to a health factor.</p>			
<p>B. Is the plan reasonably designed to promote health or prevent disease? (29 CFR 2590.702(f)(2)(ii))</p> <p>The program must be reasonably designed to promote health or prevent disease. The program should have a reasonable chance of improving the health of or preventing disease in participating individuals, not be overly burdensome, not be a subterfuge for discriminating based on a health factor, and not be highly suspect in the method chosen to promote health or prevent disease.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>C. Are individuals who are eligible to participate given a chance to qualify at least once per year? (29 CFR 2590.702(f)(2)(iii))</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>D. Is the reward available to all similarly situated individuals? Does the program offer a reasonable alternative standard? (29 CFR 2590.702(f)(2)(iv))</p> <p>The wellness program rules require that the reward be available to all similarly situated individuals. A component of meeting this criterion is that the program must have a reasonable alternative standard (or waiver of the otherwise applicable standard) for obtaining the reward for any individual for whom, for that period:</p> <ul style="list-style-type: none"> * It is unreasonably difficult due to a medical condition to satisfy the otherwise applicable standard; or * It is medically inadvisable to attempt to satisfy the otherwise applicable standard. It is permissible for the plan or issuer to seek verification, such as a statement from the individual’s physician, that a health factor makes it unreasonably difficult or medically inadvisable for the individual to satisfy or attempt to satisfy the otherwise applicable standard. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>E. Does the plan disclose the availability of a reasonable alternative in all plan materials describing the program? (29 CFR 2590.702(f)(2)(v))</p> <p>The plan or issuer must disclose the availability of a reasonable alternative standard <i>in all plan materials describing the program</i>. If plan materials merely mention that the program is available, without describing its terms, this disclosure is not required.</p> <p>Tip: The disclosure does not have to say what the reasonable alternative standard is in advance. The plan can individually tailor the standard for each individual, on a case-by-case basis.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>The following sample language can be used to satisfy this requirement: “If it is unreasonably difficult due to a medical condition for you to achieve the standards for the reward under this program, or if it is medically inadvisable for you to attempt to achieve the standards for the reward under this program, call us at [insert telephone number] and we will work with you to develop another way to qualify for the reward.”</p>			
<p>If you answered “Yes” to all of the 5 questions on wellness program criteria, there are no violations of the HIPAA wellness program rules.</p> <p>If you answered “No” to any of the 5 questions on wellness program criteria, the plan has a wellness program compliance issue. Specifically,</p> <p>Violation of the general benefit discrimination rule (29 CFR 2590.702(b)(2)(i)) – If the wellness program varies benefits, including cost-sharing mechanisms (such as deductible, copayment, or coinsurance) based on whether an individual meets a standard related to a health factor and the program does not satisfy the requirements of 29 CFR 2590.702(f), the plan is impermissibly discriminating in benefits based on a health factor. The wellness program exception at 29 CFR 2590.702(b)(2)(ii) is not satisfied and the plan is in violation of 29 CFR 2590.702(b)(2)(i).</p> <p>Violation of general premium discrimination rule (29 CFR 2590.702(c)(1)) – If the wellness program varies the amount of premium or contribution it requires similarly situated individuals to pay based on whether an individual meets a standard related to a health factor and the program does not satisfy the requirements of 29 CFR 2590.702(f), the plan is impermissibly discriminating in premiums based on a health factor. The wellness program exception at 29 CFR 2590.702(c)(3) is not satisfied and the plan is in violation of 29 CFR 2590.702(c)(1).</p>			
<p><u>SECTION F – Compliance with the HMO Affiliation Period Provisions</u> If the plan provides benefits through an HMO and imposes an HMO affiliation period in lieu of a preexisting condition exclusion period, answer Question 34. If the plan does not provide benefits through an HMO, or if there is no HMO affiliation period, check "N/A" and go to Section G.</p>			<input type="checkbox"/>
<p><u>Question 34 – HMO affiliation period provisions</u> Does the plan comply with the limits on HMO affiliation periods?</p> <p>◆ An affiliation period is a period of time that must expire before health insurance coverage provided by an HMO becomes effective and during which the HMO is not required to provide benefits.</p> <p>◆ A group health plan offering coverage through an HMO may impose an affiliation period only if:</p> <ul style="list-style-type: none"> ❖ No preexisting condition exclusion is imposed; ❖ No premium is charged to a participant or beneficiary for the affiliation period; ❖ The affiliation period is applied uniformly without regard to any health factor; 	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<ul style="list-style-type: none"> ❖ The affiliation period does not exceed 2 months (or 3 months for late enrollees); ❖ The affiliation period begins on an individual's "enrollment date"; and ❖ The affiliation period runs concurrently with any waiting period. <p><i>See ERISA section 701(g); 29 CFR 2590.701-7.</i></p>			
<p><u>SECTION G – Compliance with the MEWA or Multiemployer Plan</u> <u>Guaranteed Renewability Provisions</u> If the plan is a multiple employer welfare arrangement (MEWA) or a multiemployer plan, it is required to provide guaranteed renewability of coverage in accordance with ERISA section 703. If the plan is a MEWA or multiemployer plan, it must comply with Question 35. If the plan is not a MEWA or multiemployer plan, check "N/A" and go to Part II of this self-compliance tool.</p>			<input type="checkbox"/>
<p><u>Question 35 – Multiemployer plan and MEWA guaranteed renewability</u> <u>If the plan is a multiemployer plan, or a MEWA, does the plan provide guaranteed renewability?</u></p> <ul style="list-style-type: none"> ◆ Group health plans that are multiemployer plans or MEWAs may not deny an employer continued access to the same or different coverage, other than: <ul style="list-style-type: none"> ❖ For nonpayment of contributions; ❖ For fraud or other intentional misrepresentation by the employer; ❖ For noncompliance with material plan provisions; ❖ Because the plan is ceasing to offer coverage in a geographic area; ❖ In the case of a plan that offers benefits through a network plan, there is no longer any individual enrolled through the employer who lives, resides, or works in the service area of the network plan and the plan applies this paragraph uniformly without regard to the claims experience of employers or any health-related factor in relation to such individuals or dependents; or ❖ For failure to meet the terms of an applicable collective bargaining agreement, to renew a collective bargaining or other agreement requiring or authorizing contributions to the plan, or to employ employees covered by such agreement. <p><i>See ERISA section 703.</i></p> <p>**Note: The Public Health Service (PHS) Act contains different guaranteed renewability requirements for issuers.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

II. Determining Compliance with the Mental Health Parity Act (MHPA) and Mental Health Parity and Addiction Equity Act (MHPAEA) Provisions in Part 7 of ERISA (together, the mental health parity provisions)

If you answer “No” to any of the questions below, the group health plan is in violation of the mental health parity provisions in Part 7 of ERISA.

	YES	NO	N/A
<p>If the plan provides either mental health or substance use disorder benefits¹, in addition to medical/surgical benefits, the plan may be subject to the mental health parity provisions in Part 7 of ERISA. (Note, if under an arrangement(s) to provide medical care by an employer or employee organization, any participant or beneficiary can simultaneously receive coverage for medical/surgical benefits and mental health or substance use disorder benefits, the mental health parity requirements apply separately with respect to each combination of medical/surgical benefits and mental health/substance use disorder benefits and all such combinations are considered to be a single group health plan. <i>See 29 CFR 2590.712(e).</i>) If this is the case, answer Questions 36-43.</p> <p>If the plan does not provide mental health or substance use disorder benefits, check “N/A” here and skip to Part III of this checklist. Also, the plan may be exempt from the mental health parity provisions under the small employer (50 employees or fewer) exception or the increased cost exception. (To be eligible for the increased cost exception, the plan must have filed a notice with EBSA and notified participants and beneficiaries.) If the plan is exempt, check “N/A” here and skip to Part III of this checklist.</p>			<input type="checkbox"/>
<p><u>Question 36 – Does the plan comply with the mental health parity requirements for lifetime dollar limits on mental health/substance use disorder benefits?</u></p> <p>◆ A plan may not impose a lifetime dollar limit on mental health/substance use disorder benefits that is lower than the lifetime dollar limit imposed on medical/surgical benefits. <i>See 29 CFR 2590.712(b).</i> (Only limits on what the plan is willing to pay are taken into account, as contrasted with limits on what an individual may be charged.)</p> <p>NOTE: These provisions are affected by section 2711 of the Public Health Service Act, as amended by the Patient Protection and Affordable Care Act. Specifically, PHS Act section 2711 generally prohibits lifetime dollar limits on essential health benefits, which includes mental health and substance use disorder services. (For information regarding the Affordable Care Act, please visit our website at www.dol.gov/ebsa/healthreform).</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 37 – Does the plan comply with the mental health parity requirements for annual dollar limits on mental health/substance use disorder benefits?</u></p> <p>◆ A plan may not impose an annual dollar limit on mental health/substance use disorder benefits that is lower than the annual dollar limit imposed on medical/surgical benefits. <i>See 29 CFR 2590.712(b).</i> (Again, only limits on what the plan is willing to pay are taken into account, as contrasted with limits on what an individual may be charged.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	

¹ Mental health and substance use disorder benefits are defined under the terms of the plan, in accordance with applicable Federal and State law. Any condition or disorder defined by the plan as being or as not being a mental health condition or substance use disorder must be defined in a manner consistent with generally recognized independent standards of current medical practice (e.g., the most current version of the DSM or ICD or State guidelines).

	YES	NO	N/A
<p>Tip: There is a different rule for cumulative limits other than aggregate lifetime or annual dollar limits discussed later in this checklist at Question 41. A plan may impose annual dollar out-of-pocket limits on participants and beneficiaries if done in accordance with the rule regarding cumulative limits.</p> <p>NOTE: These provisions are affected by section 2711 of the Public Health Service Act, as amended by the Patient Protection and Affordable Care Act. Specifically, PHS Act section 2711 generally prohibits annual dollar limits on essential health benefits, which includes mental health and substance use disorder services. (For information regarding the Affordable Care Act, please visit our website at www.dol.gov/ebsa/healthreform).</p>			
<p><u>Question 38 – Does the plan comply with the mental health parity requirements for parity in financial requirements and quantitative treatment limitations?</u></p> <p>◆ A plan may not impose a financial requirement or quantitative treatment limitation applicable to mental health/substance use disorder benefits in any classification that is more restrictive than the predominant financial requirement or quantitative treatment limitation of that type applied to substantially all medical/surgical benefits in the same classification. <i>See 29 CFR 2590.712(c)(2)</i>.</p> <ul style="list-style-type: none"> ❖ Types of financial requirements include deductibles, copayments, coinsurance, and out-of-pocket maximums. <i>See 29 CFR 2590.712(c)(1)(ii)</i>. ❖ Types of quantitative treatment limitations include annual, episode, and lifetime day and visit limits, for example, number of treatments, visits, or days of coverage. <i>See 29 CFR 2590.712(c)(1)(ii)</i>. ❖ The six classifications of benefits are: <ol style="list-style-type: none"> 1) inpatient, in-network; 2) inpatient, out-of-network; 3) outpatient, in-network; 4) outpatient, out-of-network; 5) emergency care; and 6) prescription drugs. <i>See 29 CFR 2590.712(c)(2)(ii)</i>. <p>(Note: see below discussion of enforcement safe harbor for determining parity with respect to outpatient benefits provided under two sub-classifications.)</p> <p>◆ Under the plan, any financial requirement or quantitative treatment limitation that applies to mental health/substance use disorder benefits within a particular classification cannot be more restrictive than the predominant requirement or limitation that applies to substantially all medical/surgical benefits within the same classification. <i>See 29 CFR 2590.712(c)(2)</i>.</p> <p>Detailed steps for applying these rules are set forth below:</p> <ul style="list-style-type: none"> ❖ To determine compliance each type of financial requirement or quantitative treatment limitation within a coverage unit² must be analyzed separately within each classification. <i>See 29 CFR 2590.712(c)(2)(i)</i>. If a plan applies different 	<input type="checkbox"/>	<input type="checkbox"/>	

² Coverage unit refers to the way in which a plan groups individuals for purposes of determining benefits, or premiums or contributions, for example, self-only, family, and employee plus spouse. *See 29 CFR 2590.712(c)(1)(iv)*.

	YES	NO	N/A
<p>levels of a financial requirement or quantitative treatment limitation to different coverage units in a classification of medical/surgical benefits (for example, a \$250 deductible for self-only and a \$500 deductible for family coverage), the predominant level is determined separately for each coverage unit. <i>See 29 CFR 2590.712(c)(3)(ii).</i></p> <ul style="list-style-type: none"> ❖ First determine if a particular type of financial requirement or quantitative treatment limitation applies to substantially all medical/surgical benefits in the relevant classification of benefits. ❖ Generally, a financial requirement or quantitative treatment limitation is considered to apply to substantially all medical/surgical benefits if it applies to two-thirds or more of the medical/surgical benefits. <i>See 29 CFR 2590.712(c)(3)(i)(A).</i> This two-thirds calculation is based on the dollar amount of plan payments expected to be paid for the year. <i>See 29 CFR 2590.712(c)(3)(i)(C).</i> (Any reasonable method can be used for this calculation. <i>See 29 CFR 2590.712(c)(3)(i)(E).</i>) ❖ If the type of financial requirement or quantitative treatment limitation applies to at least two-thirds of medical/surgical benefits in that classification, then determine the predominant level of that type of financial requirement or quantitative treatment limitation that applies to medical/surgical benefits subject to that type of financial requirement or quantitative treatment limitation in that classification of benefits. (Note: If the type of financial requirement or quantitative treatment limitation does not apply to at least two-thirds of medical/surgical benefits in that classification, it cannot apply to mental health/substance use disorder benefits in that classification.) ❖ Generally, the predominant level will apply to more than one-half of the medical/surgical benefits in that classification subject to the financial requirement or quantitative treatment limitation. <i>See 29 CFR 2590.712(c)(3)(i)(B)(1).</i> If there is no single level that applies to more than one-half of medical/surgical benefits in the classification, the plan can combine levels until the combination of levels applies to more than one-half of medical/surgical benefits subject to the financial requirement or quantitative treatment limitation in the classification. The least restrictive level within the combination is considered the predominant level.³ <i>See 29 CFR 2590.712(c)(3)(i)(B)(2).</i> <p>Safe Harbor:</p> <ul style="list-style-type: none"> ◆ Until the issuance of final regulations, for purposes of determining parity for outpatient benefits (in-network and out-of network), the Departments have established an enforcement safe harbor under which no enforcement action will be taken against a plan or issuer that divides its benefits furnished on an outpatient basis into two sub-classifications: (1) office visits and (2) all other outpatient items and services, for purposes of applying the financial requirement and quantitative treatment limitation rules. ❖ After the sub-classifications are established, the plan or issuer may not impose any financial requirement or quantitative treatment limitation on mental health/substance use disorder benefits in any sub-classification (i.e., office visits 			

³ For a simpler method of compliance, a plan may treat the least restrictive level of financial requirement or treatment limitation applied to medical/surgical benefits as predominant.

	YES	NO	N/A
<p>or non-office visits) that is more restrictive than the predominant financial requirement or treatment limitation that applies to substantially all medical/surgical benefits in the sub-classification using the methodology set forth in the interim final rules.</p> <p>❖ Other than as permitted under this enforcement policy and except as permitted under the interim final rules for multi-tiered prescription drug benefits, sub-classifications are not permitted when applying the financial requirement and quantitative treatment limitation rules under MHPAEA. Accordingly, and as stated in the preamble to the interim final rules, separate sub-classifications for generalists and specialists are not permitted. (See Question 39 for more information regarding specialists and generalists.)</p> <p>Special rule for prescription drug benefits:</p> <p>◆ There is a special rule for multi-tiered prescription drug benefits. A plan complies with the mental health parity provisions if the plan applies different levels of financial requirements to different tiers of prescription drug benefits based on reasonable factors and without regard to whether a drug is generally prescribed for medical/surgical or mental health/substance use disorder benefits. Reasonable factors include cost, efficacy, generic versus brand name, and mail order versus pharmacy pick-up. <i>See 29 CFR 2590.712(c)(3)(iii).</i></p> <p>Tip: Ensure that the plan does not impose cost-sharing requirements or quantitative treatment limitations that are applicable only to mental health/substance use disorder benefits.</p>			
<p><u>Question 39 – If the plan imposes a higher, specialist financial requirement, such as a copay, on mental health/substance use disorder benefits, can the plan demonstrate that the specialist level of the financial requirement is the predominant level that applies to substantially all medical/surgical benefits within the classification?</u></p> <p>◆ The six classifications outlined in Question 38 are the only classifications that may be used when determining the predominant financial requirements or quantitative treatment limitations that apply to substantially all medical/surgical benefits. <i>See 29 CFR 2590.712(c)(2)(ii).</i> A plan may not use a separate sub-classification under these classifications for generalists and specialists. <i>See preamble language at 75 FR 5413.</i></p> <p>Tip: A plan may still be able to impose the specialist level of a financial requirement or quantitative treatment limitation if it is the predominant level that applies to substantially all medical/surgical benefits within a classification. For example, if the specialist level of copay is the predominant level of copay that applies to substantially all medical/surgical benefits in the outpatient, in-network classification, the plan may apply the specialist level copay to mental health/substance use disorder benefits in the outpatient, in-network classification. <i>See ACA Implementation FAQ Part VII, Question 7.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 40 – Does the plan comply with the mental health parity requirements for coverage in all classifications?</u></p> <p>◆ If a plan provides mental health/substance use disorder benefits in any classification of benefits (the classifications are listed in Question 38), mental health/substance use disorder benefits must be provided in every classification in which medical/surgical benefits are provided. <i>See 29 CFR 2590.712(c)(2)(ii)(A).</i></p> <p>◆ In determining the classification in which a particular benefit belongs, a plan must apply the same standards to medical/surgical benefits and to mental health/substance use disorder benefits. <i>See 29 CFR 2590.712(c)(2)(ii)(A).</i></p> <p>Tip: If the plan does not contract with a network of providers, all benefits are out-of-network. If a plan that has no network imposes a financial requirement or treatment limitation on in-patient or outpatient benefits, the plan is imposing the requirement or limitation within classifications (inpatient, out-of-network or outpatient, out-of-network), and the rules for parity will be applied separately for the different classifications. <i>See 29 CFR 2590.712(c)(2)(ii)(C), Example 1.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 41 – Does the plan comply with the mental health parity provisions on cumulative financial requirements or cumulative quantitative treatment limitations?</u></p> <p>◆ A plan may not apply any cumulative financial requirement or cumulative quantitative treatment limitation for mental health/substance use disorder benefits in a classification that accumulates separately from any established for medical/surgical benefits in the same classification. <i>See 29 CFR 2590.712(c)(3)(v).</i></p> <p>❖ Cumulative financial requirements are financial requirements that determine whether or to what extent benefits are provided based on accumulated amounts and include deductibles and out-of-pocket maximums (but do not include aggregate lifetime or annual dollar limits because these two terms are excluded from the meaning of financial requirements). <i>See 29 CFR 2590.712(a).</i></p> <p>❖ Cumulative quantitative treatment limitations are treatment limitations that determine whether or to what extent benefits are provided based on accumulated amounts, such as annual or lifetime day or visit limits. <i>See 29 CFR 2590.712(a).</i></p> <p>◆ For example, a plan may not impose an annual \$250 deductible on all medical/surgical benefits and a separate \$250 deductible on all mental health/substance use disorder benefits.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 42 – Does the plan comply with the mental health parity provisions for parity within nonquantitative treatment limitations?</u></p> <p>◆ Nonquantitative treatment limitations (NQTLs) include:</p> <ul style="list-style-type: none"> ❖ Medical management standards limiting or excluding benefits based on medical necessity or medical appropriateness, or based on whether the treatment is experimental or investigative; ❖ Formulary design for prescription drugs; ❖ Standards for provider admission to participate in a network, including reimbursement rates; ❖ Plan methods for determining usual, customary, and reasonable charges; ❖ Refusal to pay for higher-cost therapies until it can be shown that a lower-cost therapy is not effective (also known as fail-first policies or step therapy protocols); and ❖ Exclusions based on failure to complete a course of treatment. <p>This is an illustrative, nonexhaustive list. <i>See 29 CFR 2590.712(c)(4)(ii).</i></p> <p>General rules:</p> <p>◆ A plan may not impose an NQTL with respect to mental health/substance use disorder benefits in any classification (such as inpatient, out-of-network) unless, under the terms of the plan (as written and in operation), any processes, strategies, evidentiary standards, or other factors used in applying the NQTL to mental health/substance use disorder benefits in the classification are comparable to and applied no more stringently than the processes, strategies, evidentiary standards or other factors used in applying the NQTL with respect to medical/surgical benefits in the classification, except to the extent that recognized clinically appropriate standards of care may permit a difference. <i>See 29 CFR 2590.712(c)(4)(i).</i></p> <p>◆ A group health plan may consider a wide array of factors in designing medical management techniques for both mental health/substance use disorder benefits and medical/surgical benefits, such as cost of treatment; high cost growth; variability in cost and quality; elasticity of demand; provider discretion in determining diagnosis, or type or length of treatment; clinical efficacy of any proposed treatment or service; licensing and accreditation of providers; and claim types with a high percentage of fraud. Based on application of these or other factors in a comparable fashion, an NQTL, such as prior authorization, may be required for some (but not all) mental health/substance use disorder benefits, as well as for some medical/surgical benefits, but not for others. <i>See ACA Implementation FAQ Part VII, Question 4.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>Examples: The Departments have published several examples that help illustrate how the MHPAEA regulations apply to some common plan NQTLs, including:</p> <ol style="list-style-type: none"> 1) The penalty for failure to obtain preauthorization is more punitive with respect to mental health/substance use disorder benefits than with respect to medical/surgical benefits. <i>See 2590.712(c)(4)(iii), Example 2.</i> 2) The plan uses an employee assistance program as a gatekeeper to obtaining mental health or substance use disorder benefits. <i>See 2590.712(c)(4)(iii), Example 5.</i> 3) Utilization management practices that differ among different plan benefits. <i>See ACA Implementation FAQ Part VII, Questions 4, 5, and 6.</i> <p>Tip: Do not focus on results. Look at the underlying processes and strategies used in applying NQTLs (such as utilization review and standards for network admission). Are there arbitrary or discriminatory differences between those for medical/surgical benefits versus those for mental health/substance use disorder benefits? Are differences justified based on clinically appropriate standards of care?</p> <p>Questions You Might Ask:</p> <ol style="list-style-type: none"> 1) Has the plan documented its analysis that its NQTL processes and strategies (such as utilization review) are comparable across medical/surgical and mental health/substance use disorder benefits? 2) If there are differences in these processes and strategies, has the plan documented the recognized, clinically appropriate standards that would permit a difference under the Departments’ regulations? <p>Additional Illustrations. Set forth below are additional illustrations of how a plan may have differences in NQTLs but may still comply with the Departments’ regulations, based on the facts and circumstances involved:</p> <ul style="list-style-type: none"> ◆ Plan X covers neuropsychological testing but only for certain conditions. In such situations, look to see whether the exclusion is based on evidence addressing the clinical efficacy of such testing for different conditions and the degree to which such testing is used for educational purposes with regard to different conditions. Does the plan have documentation indicating the criteria used and evidence supporting the plan’s determination of the diagnoses for which they will cover this service and the rationale for excluding certain diagnoses? ◆ Plan Y applies concurrent review to inpatient psychiatric care and retrospective review for general medical hospitalizations that are reimbursed based on diagnosis related group (DRG) codes. The plan explains that DRG-based reimbursement creates incentives for hospitals to actively manage utilization but DRG-based fees do not exist for psychiatric hospitalizations. Thus, it appears that concurrent management by the plan is clinically appropriate and permissible for psychiatric hospitalizations as long as general medical hospitalizations that are not reimbursed based on DRGs are also subject to concurrent review. 			

	YES	NO	N/A
<p>◆ Master’s degree training and state licensing requirements often vary. Plan Z consistently applies its standard that any provider must meet whatever is the most stringent licensing requirement standard related to supervised clinical experience requirements in order to participate in the network. Therefore, Plan Z requires master’s-level therapists to have post-degree, supervised clinical experience in order to join their provider network. There is no parallel requirement for master’s-level general medical providers because their licensing does require supervised clinical experience. In addition, the plan does not require post-degree, supervised clinical experience for psychiatrists or PhD level psychologists since their licensing already requires supervised training. The requirement that master’s-level therapists must have supervised clinical experience to join the network is permissible, as the plan consistently applies the same standard to all providers even though it may have a disparate impact on certain mental health providers.</p>			
<p><u>Question 43 – Does the plan comply with the mental health parity disclosure requirements?</u></p> <p>◆ The plan administrator (or the health insurance issuer) must make available the criteria for medical necessity determinations made under a group health plan with respect to mental health/substance use disorder benefits (or health insurance coverage offered in connection with the plan with respect to such benefits) to any current or potential participant, beneficiary, or contracting provider upon request. <i>See 29 CFR 2590.712(d)(1).</i></p> <p>◆ The plan administrator (or health insurance issuer) must make available the reason for any denial under a group health plan (or health insurance coverage) of reimbursement or payment for services with respect to mental health/substance use disorder benefits to any participant or beneficiary in a form and manner consistent with the rules in 29 CFR 2560.503-1 (the claims procedure rule). <i>See 29 CFR 2590.712(d)(2).</i></p> <p>◆ If coverage is denied based on medical necessity, medical necessity criteria for the mental health/substance use disorder benefits at issue and for medical/surgical benefits in the same classification must be provided within 30 days of the request to the participant, beneficiary, or provider or other individual if acting as an authorized representative of the beneficiary or participant. <i>See 29 CFR 2520.104b-1; 29 CFR 2590.712(d)(1); ACA Implementation FAQ Part V, Question 10.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 45 – Provider must not be required to obtain authorization from plan</u> Plans may not require providers to obtain authorization from the plan to prescribe a 48/96-hour stay. Does the plan comply with this rule?</p> <p>◆ Plans may not require that a provider (such as a doctor) obtain authorization from the plan to prescribe a 48/96-hour stay. <i>See ERISA section 711(a)(1)(B); 29 CFR 2590.711(a)(4).</i></p> <p>Tips: Watch for plan preauthorization requirements that are too broad. For example, a plan may have a provision requiring preauthorization for all hospital stays. Providers cannot be required to obtain preauthorization from the plan in order for the plan to cover a 48-hour (or 96-hour) stay in connection with childbirth. Therefore, in this example, the plan must add clarifying language to indicate that the general preauthorization requirement does not apply to 48/96-hour hospital stays in connection with childbirth. (Conversely, plans generally may require participants or beneficiaries to give notice of a pregnancy or hospital admission in connection with childbirth in order to obtain, for example, more favorable cost-sharing.) Nonetheless, the Newborns’ Act does not prevent plans and issuers from requiring providers to obtain authorization for any portion of a hospital stay that exceeds 48 (or 96) hours.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 46 – Incentives/penalties to mothers or providers</u> Does the plan comply with the Newborns' Act by avoiding impermissible incentives or penalties with respect to mothers or attending providers?</p> <p>◆ Penalties to attending providers to discourage 48/96-hour stays violate ERISA section 711(b)(3) and 29 CFR 2590.711(b)(3)(i).</p> <p>◆ Incentives to attending providers to encourage early discharges violate ERISA section 711(b)(4) and 29 CFR 2590.711(b)(3)(ii).</p> <p>◆ Penalties imposed on mothers to discourage 48/96-hour stays violate ERISA section 711(b)(1) and 29 CFR 2590.711(b)(1)(i)(A).</p> <p>◆ Incentives to mothers to encourage early discharges violate ERISA section 711(b)(2) and 29 CFR 2590.711(b)(1)(i)(B).</p> <p>❖ An example of this would be if the plan waived the mother's copayment or deductible if mother or newborn leaves within 24 hours.</p> <p>◆ Benefits and cost-sharing may not be less favorable for the latter portion of any 48/96-hour hospital stay. In this case less favorable benefits would violate ERISA section 711(b)(5) and 29 CFR 2590.711(b)(2) and less favorable cost-sharing would violate ERISA section 711(c)(3) and 29 CFR 2590.711(c)(3).</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>SECTION B – Disclosure Provisions</u> Group health plans that provide benefits for hospital stays in connection with childbirth are required to make certain disclosures, as follows:</p>			
<p><u>Question 47 – Disclosure with respect to hospital lengths of stay in connection with childbirth</u> Does the plan comply with the notice provisions relating to hospital stays in connection with childbirth?</p> <p>◆ Group health plans that provide benefits for hospital stays in connection with childbirth are required to make certain disclosures. Specifically, the group health plan’s SPD must include a statement describing any requirements under Federal or State law applicable to the plan, and any health insurance coverage offered under the plan, relating to hospital length of stay in connection with childbirth for the mother or newborn child. <i>See the SPD content regulations at 29 CFR 2520.102-3(u).</i></p> <p>Tips: Whether the plan is insured or self-insured, and whether the Federal Newborns’ Act provisions or State law provisions apply to the coverage, the plan must provide a notice describing any requirements relating to hospital length of stays in connection with childbirth. A model notice is provided in the EBSA publication, <i>Health Benefits Coverage Under Federal Law</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

IV. Determining Compliance with the WHCRA Provisions in Part 7 of ERISA

If you answer "No" to any of the questions below, the group health plan is in violation of the WHCRA provisions in Part 7 of ERISA.

	YES	NO	N/A
<p>WHCRA applies only to plans that offer benefits with respect to a mastectomy. If the plan does not offer these benefits, check "N/A" and go to Part V of this self-compliance tool.....</p> <p>If the plan does offer benefits with respect to a mastectomy, answer Questions 48-51.</p>			<input type="checkbox"/>
<p><u>Question 48 – Four required coverages under WHCRA</u> Does the plan provide the four coverages required by WHCRA?</p> <ul style="list-style-type: none"> ◆ In the case of a participant or beneficiary who is receiving benefits in connection with a mastectomy, the plan shall provide coverage for the following benefits for individuals who elect them: <ul style="list-style-type: none"> ❖ All stages of reconstruction of the breast on which the mastectomy has been performed; ❖ Surgery and reconstruction of the other breast to produce a symmetrical appearance; ❖ Prostheses; and ❖ Treatment of physical complications of mastectomy, including lymphedema, in a manner determined in consultation with the attending provider and the patient. <i>See ERISA section 713(a).</i> ◆ These required coverages can be subject to annual deductibles and coinsurance provisions if consistent with those established for other medical/surgical benefits under the plan or coverage. <p>Tip: Plans that cover benefits for mastectomies cannot categorically exclude benefits for reconstructive surgery or certain post-mastectomy services. In addition, time limits for seeking treatment may run afoul of the general requirement to provide the four required coverages.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 49 – Incentive provisions</u> Does the plan comply with WHCRA by not providing impermissible incentives or penalties with respect to patients or attending providers?</p> <ul style="list-style-type: none"> ◆ A plan may not deny a patient eligibility to enroll or renew coverage solely to avoid WHCRA's requirements under ERISA section 713(c)(1). ◆ In addition, under ERISA section 713(c)(2), a plan may not penalize or offer incentives to an attending provider to induce the provider to furnish care in a manner inconsistent with WHCRA. 	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>Question 50 – Enrollment notice Does the plan provide adequate and timely enrollment notices as required by WHCRA?</p> <p>◆ Upon enrollment, a plan must provide a notice describing the benefits required under WHCRA. <i>See ERISA section 713(a).</i></p> <p>◆ The enrollment notice must describe the benefits that WHCRA requires the group health plan to cover, specifically:</p> <ul style="list-style-type: none"> ❖ 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, ❖ Protheses, and ❖ Physical complications resulting from mastectomy (including lymphedema). <p>◆ The enrollment notice must describe any deductibles and coinsurance limitations applicable to such coverage. (Note: Under WHCRA, coverage of the required benefits may be subject only to deductibles and coinsurance limitations consistent with those established for other medical/surgical benefits under the plan or coverage.)</p> <p>Tip: A model notice is provided in the EBSA publication, <i>Health Benefits Coverage Under Federal Law</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 51 – Annual notice Does the plan provide adequate and timely annual notices as required by WHCRA?</p> <p>◆ Plans must provide notices describing the benefits required under WHCRA once each year. <i>See ERISA section 713(a).</i></p> <p>◆ To satisfy this requirement, the plan may redistribute the WHCRA enrollment notice or the plan may use a simplified disclosure that:</p> <ul style="list-style-type: none"> ❖ Provides notice of the availability of benefits under the plan for reconstructive surgery, surgery to achieve symmetry between the breasts, protheses, and physical complications resulting from mastectomy (including lymphedema); and ❖ Contact information (e.g., telephone number) for obtaining a detailed description of WHCRA benefits available under the plan. <p>Tip: The WHCRA annual notice can be provided in the SPD if the plan distributes SPDs annually. If not, the plan should break off the annual notice into a separate disclosure. A model notice is provided in the EBSA publication, <i>Health Benefits Coverage Under Federal Law</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

V. Determining Compliance with the GINA Provisions in Part 7 of ERISA

If you answer "No" to any of the questions below, the group health plan is in violation of the GINA provisions in Part 7 of ERISA.

	YES	NO	N/A
<p>Unlike HIPAA, the GINA provisions generally do apply to very small health plans (plans with less than two participants who are current employees), including retiree-only health plans.</p> <p>Definitions (for all defined terms under GINA, see 29 CFR 2590.702-1(a)):</p> <p><i>Genetic information</i> means, with respect to an individual, information about the individual’s genetic tests, the genetic tests of family members of the individual, the manifestation (see definition below) of a disease or disorder in family members of the individual or any request for or receipt of genetic services or participation in clinical research which includes genetic services by the individual or any family member of the individual.</p> <ul style="list-style-type: none"> ◆ Genetic information includes, with respect to a pregnant woman or family member of the pregnant woman, genetic information of any fetus carried by the pregnant woman. ◆ Genetic information includes, with respect to an individual who is utilizing an assisted reproductive technology, genetic information of any embryo legally held by the individual or family member. ◆ Genetic information does NOT include information about the sex or age of any individual. <p><i>Family member</i> means, with respect to an individual, a dependent of the individual or any person who is a first-degree, second-degree, third-degree, or fourth-degree relative of the individual or a dependent of the individual. Relatives of affinity (such as by marriage or adoption) are treated the same as relatives by consanguinity (that is, relatives who share a common biological ancestor). Relatives by less than full consanguinity (such as half-siblings, who share only one parent) are treated the same as relatives by full consanguinity (such as siblings who share both parents). Therefore, family members include parents, spouses, siblings, children, grandparents, grandchildren, aunts, uncles, nephews, nieces, great-grandparents, great-grandchildren, great aunts, great uncles, first cousins, great-great grandparents, great-great grandchildren, and children of first cousins.</p> <p><i>Manifestation</i> means, with respect to a disease, disorder, or pathological condition, that an individual has been or could reasonably be diagnosed with the disease, disorder, or pathological condition by a health care professional with appropriate training and expertise in the field of medicine involved. A disease, disorder, or pathological condition is not manifested if a diagnosis is based principally on genetic information.</p> <p><i>Genetic services</i> means a genetic test, genetic counseling (including obtaining, interpreting, or assessing genetic information) or genetic education.</p> <p><i>Genetic test</i> means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites, if the analysis detects genotypes, mutations, or chromosomal changes.</p>			

	YES	NO	N/A
<p>A genetic test does NOT include an analysis of proteins or metabolites that is directly related to a manifested disease, disorder, or pathological condition. For example, a test to determine whether an individual has a BRCA1 or BRCA2, genetic variants associated with a significantly increased risk for breast cancer, is a genetic test. An HIV test, complete blood count, cholesterol test, liver function test, or test for the presence of alcohol or drugs is not a genetic test.</p>			
<p><u>Question 52 – Does the plan comply with GINA’s prohibition against group-based discrimination based on genetic information?</u></p> <p>◆ A group health plan cannot adjust premium or contribution amounts for the plan, or any similarly situated individuals under the plan, on the basis of genetic information. <i>See 29 CFR 2590.702-1(b)(1).</i></p> <p>◆ Nothing limits a plan from increasing the premium for the group health plan or for a group of similarly situated individuals under the plan based on the manifestation of a disease or disorder of an individual enrolled in the plan. However, the manifestation of the disease in one individual cannot be used as genetic information about other group members to further increase the premium for a group health plan or a group of similarly situated individuals under the plan. <i>See 29 CFR 2590.702-1(b)(2).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 53 – Does the plan comply with GINA’s limitation on requesting or requiring genetic testing?</u></p> <p>◆ A group health plan generally must not request or require an individual or family member of the individual to undergo a genetic test. <i>See 29 CFR 2590.702-1(c)(1).</i></p> <p>◆ Exceptions:</p> <ul style="list-style-type: none"> ❖ A health care professional who is providing health care services to an individual can request that the individual undergo a genetic test. <i>See 29 CFR 2590.702-1(c)(2).</i> ❖ A plan can obtain and use the results of a genetic test for making a determination regarding payment. However, the plan is permitted to request only the minimum amount of information necessary to make the determination. <i>See 29 CFR 2590.702-1(c)(4).</i> ❖ Exception for research: a plan or issuer may request, but not require, that a participant or beneficiary undergo a genetic test if the request is pursuant to research and several conditions are met. <i>See 29 CFR 2590.702-1(c)(5).</i> 	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 54 – Does the plan comply with GINA’s prohibition on collection of genetic information, prior to or in connection with enrollment?</u></p> <p>◆ A plan cannot collect genetic information prior to an individual’s effective date of coverage under that plan or coverage, nor in connection with the rules for eligibility that apply to that individual. <i>See 29 CFR 2590.702-1(d)(2)(i).</i></p> <p>◆ Whether or not an individual’s information is collected prior to that individual’s effective date of coverage is determined at the time of collection.</p> <p>◆ Exception for incidental collection:</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<ul style="list-style-type: none"> ❖ If a plan obtains genetic information incidental to the collection of other information concerning any individual, the collection is not a violation, as long as the collection is not for underwriting purposes. <i>See 29 CFR 2590.702-1(d)(2)(ii)(A).</i> ❖ However, the incidental collection exception does not apply in connection with any collection where it is reasonable to anticipate that health information would be received, unless the collection explicitly states that genetic information should not be provided. <i>See 29 CFR 2590.702-1(d)(2)(ii)(B).</i> 			
<p><u>Question 55 – Does the plan comply with GINA’s prohibition on collection of genetic information, for underwriting purposes?</u></p> <ul style="list-style-type: none"> ◆ A plan cannot request, require, or purchase (“collect”) genetic information for underwriting purposes. <i>See 29 CFR 2590.702-1(d)(1)(i).</i> ◆ <i>Underwriting purposes</i> means, with respect to any group health plan: <ul style="list-style-type: none"> ❖ Rules for determination of eligibility (including enrollment and continued eligibility) for benefits under the plan or coverage (including changes in deductibles or other cost-sharing mechanisms in return for activities such as completing a health risk assessment or participating in a wellness program); ❖ The computation of premium or contribution amounts under the plan or coverage (including discounts, rebates, payments in kind, or other premium differential mechanisms in return for activities such as completing a health risk assessment or participating in a wellness program); ❖ The application of any preexisting condition exclusion under the plan or coverage; and ❖ Other activities related to the creation, renewal, or replacement of a contract of health insurance or health benefits. <i>See 29 CFR 2590.702-1(d)(1)(ii).</i> ◆ Exception for medical appropriateness (only if an individual seeks a <u>benefit</u> under the plan): <ul style="list-style-type: none"> ❖ If an individual seeks a benefit under a plan, the plan may limit or exclude the benefit based on whether the benefit is medically appropriate <i>and the determination of whether the benefit is medically appropriate is not for underwriting purposes.</i> ❖ If a plan conditions a benefit on medical appropriateness, and medical appropriateness depends on the genetic information of an individual, the plan can condition the benefit on genetic information. A plan or issuer is permitted to request only the minimum amount of genetic information necessary to determine medical appropriateness. <i>See 29 CFR 2590.702-1(d)(1)(iii) and (e).</i> 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>If you answered “Yes” to ALL of the above questions, there are no violations of the GINA regulations.</p>			

VI. Compliance with Michelle’s Law

If you answer “No” to any of the questions below, the group health plan is in violation of the Michelle’s Law provisions in Part 7 of ERISA.

	YES	NO	N/A
<p>**Note: Under the Affordable Care Act group health plans and issuers are generally required to provide dependent coverage to age 26 regardless of student status of the dependent. Nonetheless, under some circumstances, such as a plan that provides dependent coverage beyond age 26, Michelle’s Law provisions may apply.</p>			
<p><u>Question 56 – Does the plan comply with the Michelle’s Law requirement not to terminate coverage of dependent students on medically necessary leave of absence?</u>.....</p> <p><i>Medically necessary leave of absence means with respect to a dependent child in connection with a group health plan or health insurance coverage offered in connection with a group health plan, a leave of absence from or other change in enrollment status in a postsecondary educational institution that begins while the child is suffering from a serious illness or injury; is medically necessary; and causes the child to lose student status for purposes of coverage under the terms of the plan or coverage.</i></p> <p><i>A dependent child is a beneficiary who is a dependent child under the terms of the plan or coverage, of a participant or beneficiary under the plan or coverage and who was enrolled in the plan or coverage on the basis of being a student at a postsecondary educational institution immediately before the first day of the medically necessary leave of absence involved.</i></p> <p>◆ A group health plan or issuer shall not terminate coverage of a dependent child due to a medically necessary leave of absence that causes the child to lose student status before the date that is the earlier of:</p> <ul style="list-style-type: none"> ❖ the date that is one year after the first day of the medically necessary leave of absence; or ❖ the date on which such coverage would otherwise terminate under the terms of the plan or health insurance coverage. <i>See ERISA section 714(b).</i> <p>Tip: The group health plan or issuer can require receipt of written certification by a treating physician of the dependent child which states that the dependent child is suffering from a serious illness or injury and that the leave of absence (or other change of enrollment) is medically necessary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 57 – Does the plan comply with Michelle’s Law’s notice requirement?</u></p> <p>◆ A group health plan or issuer must include with any notice regarding a requirement for certification of student status for coverage, a description of the Michelle’s law provision for continued coverage during medically necessary leaves of absence. <i>See ERISA section 714(c).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

Self-Compliance Tool for Part 7 of ERISA: Affordable Care Act Provisions

INTRODUCTION

While this self-compliance tool does not necessarily cover all the specifics of these laws, it is intended to assist those involved in operating a group health plan to understand the laws and related responsibilities. It provides an informal explanation of the statutes and the most recent regulations and interpretations and includes citations to the underlying legal provisions. The information is presented as general guidance, however, and should not be considered legal advice or a substitute for any regulations or interpretive guidance issued by EBSA. In addition, some of the provisions discussed involve issues for which the rules have not yet been finalized. Proposed rules, interim final rules, and transition periods generally are noted. Periodically check the Department of Labor's Website (www.dol.gov/ebsa) under Laws & Regulations for publication of final rules.

Under the Affordable Care Act, there are various provisions that apply to group health plans and health insurance issuers and various protections and benefits

for consumers that are beginning to take effect or that will become effective very soon. The Departments are working together with employers, issuers, States, providers and other stakeholders to help them come into compliance with the new law and are working with families and individuals to help them understand the new law and benefit from it, as intended. Compliance assistance is a high priority for the Departments. Our approach to implementation is and will continue to be marked by an emphasis on assisting (rather than imposing penalties on) plans, issuers and others that are working diligently and in good faith to understand and come into compliance with the new law. This approach includes, where appropriate, transition provisions, grace periods, safe harbors, and other policies to ensure that the new provisions take effect smoothly, minimizing any disruption to existing plans and practices. *See DOL FAQs About the Affordable Care Act Implementation Part I, question 1.*

I. Determining Compliance with the Affordable Care Act Provisions in Part 7 of ERISA

The Patient Protection and Affordable Care Act (the Affordable Care Act) was signed into law by the President on March 23, 2010. Amendments to the Affordable Care Act made through the Health Care Education and Reconciliation Act (Reconciliation Act) were signed into law on March 30, 2010. Generally, the Affordable Care Act's market reform provisions amend title XXVII of the Public Health Service Act (PHS Act), which is administered by the Department of Health and Human Services. The Affordable Care Act also creates section 715 of the Employee Retirement Income Security Act (ERISA), administered by the Department of Labor, Employee Benefits Security Administration, and section 9815 of the Internal Revenue Code, administered by the Department of Treasury (the Treasury) and the Internal Revenue Service (IRS), to incorporate the market reform provisions of the PHS Act into ERISA and the Code, and make them applicable to group health plans and health insurance issuers providing group health insurance coverage. Under section 1251 of the Affordable Care Act, grandfathered health plans are required to comply with some, but not all, of the market reform provisions. In addition, these provisions do not apply to retiree-only or excepted benefits plans (See ERISA Section 732). The Departments of Labor, HHS, and the Treasury have been issuing guidance on an ongoing basis since May 2010.

See EBSA's website: <http://www.dol.gov/ebsa/healthreform/> for the most up-to-date guidance.

This compliance aid will be updated in the future to further address additional requirements as they become applicable, as enforcement grace periods expire, or as the Departments issue additional guidance.

	YES	NO	N/A
<p><u>Section A. Determining Grandfather Status Under the Affordable Care Act Provisions in Part 7 of ERISA</u></p> <p><i>Note: The grandfather status of a plan will affect whether a plan must comply with certain provisions of the Affordable Care Act (ACA). There are also special rules for collectively bargained plans. See also the rules at 29 CFR 2590.715-1251(f) and the amendment to the IFR published on November 17, 2010.</i></p> <p>Grandfather status is intended to allow people to keep their coverage as it existed on March 23, 2010, while giving plans some flexibility to make “normal” changes while retaining grandfather status. Grandfathered health plan coverage provides individuals’ protection from significant reductions in coverage, provides for coverage to include numerous protections implemented through the Affordable Care Act, and allows employers the flexibility to manage costs.</p> <p>The analysis for determining grandfather status applies separately to each benefit package or option. Accordingly, grandfather status might be retained for some benefit packages or options and relinquished for others. By contrast, if an employer relinquished grandfather status for self-only, family, or any other tier within a benefits package, it would relinquish grandfather status for the entire package. See 29 CFR 2590.715-1251(a)(1)(i).</p> <p>There are transitional rules regarding grandfather status as related to recent changes to plan terms.</p> <ul style="list-style-type: none"> ◆ Specifically a plan will not relinquish grandfather status for changes effective after March 23, 2010, pursuant to a legally binding contract entered into on or before March 23, 2010; changes effective after March 23, 2010, pursuant to a filing on or before March 23, 2010, with a State insurance department; or changes effective after March 23, 2010, pursuant to written amendments to a plan that were adopted on or before March 23, 2010. ◆ If after March 23, 2010, a group health plan or issuer made changes to the terms of the plan or coverage and the changes were adopted prior to June 14, 2010, the changes will not cause the plan or coverage to relinquish grandfather status, if the changes were revoked or modified effective as of the first day of the first plan year beginning on or after September 23, 2010, and the terms of the plan or health insurance coverage on that date, as modified, would not cause the plan or coverage to otherwise cease to be a grandfathered health plan. See 29 CFR 2590.715-1251(g)(2). <p>If the plan is not claiming grandfathered status, proceed to Section B.</p> <p>If the answer is “yes” to questions 1 and 2 below the group health plan may be a grandfathered health plan.</p>			
<p><u>Question 1 – Did the plan exist with at least one individual enrolled on March 23, 2010?</u>.....</p> <ul style="list-style-type: none"> ◆ A grandfathered group health plan must have been in existence with an enrolled individual on March 23, 2010. Any plan that does not meet this requirement is not in grandfathered status. See 29 CFR 2590.715-1251(a)(1)(i). 	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 2 – Has the plan continuously covered someone (not necessarily the same person) since March 23, 2010?</u></p> <p>◆ A group health plan will not relinquish its grandfather status merely because one or more (or all) individuals enrolled on March 23, 2010, cease to be covered. However, a grandfathered health plan must continuously cover someone (not necessarily the same person) since March 23, 2010, to maintain its status. <i>See 29 CFR 2590.715-1251(a)(1)(i).</i></p> <p>If the answers to questions 1 and 2 were “yes”, complete questions 3-11. If the answer is “no” to either question 1 or 2, the group health plan cannot claim grandfather status; proceed to Section B.</p> <p>TIP: Provided changes are made without exceeding the other standards that cause a plan to relinquish grandfather status, changes that generally will not cause plans to relinquish grandfather status include changes to: premiums; to comply with Federal or State legal requirements; to voluntarily comply with provisions of the Affordable Care Act; third party administrators; network plan’s provider network; and to a prescription drug formulary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 3 – Has the plan eliminated all or substantially all benefits to diagnose or treat a particular condition?</u>.....</p> <p>◆ For the purpose of determining grandfather status, the elimination of benefits for any necessary element to diagnose or treat a condition is considered the elimination of all or substantially all benefits to diagnose or treat a particular condition. <i>See 29 CFR 2590.715-1251(g)(1)(i).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 4 – Has the plan increased a percentage cost-sharing requirement (such as an individual’s coinsurance)?</u></p> <p>◆ Any increase measured from March 23, 2010, in a percentage cost-sharing requirement causes a plan to relinquish grandfather status. <i>See 29 CFR 2590.715-1251(g)(1)(ii).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 5 – Has the plan increased a fixed-amount cost-sharing requirement other than a copayment (such as a deductible or out-of-pocket limit) such that the total percentage increase measured from March 23, 2010 exceeds the maximum percentage increase?</u></p> <p>◆ The maximum percentage increase is medical inflation, expressed as a percentage, plus 15 percentage points. <i>See 29 CFR 2590.715-1251(g)(3)(ii).</i> Medical inflation is the increase since March 2010, in the overall medical care component of the Consumer Price Index for All Urban Consumers (CPI-U) (unadjusted) published by the Department of Labor using the 1982-1984 base of 100. <i>See 29 CFR 2590.715-1251(g)(3)(i).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 6 – Has the plan increased a fixed-amount copayment such that the increase measured from March 23, 2010 exceeds the greater of: the maximum percentage increase, or an amount equal to \$5 plus medical inflation?</u></p> <p>◆ The maximum percentage increase is medical inflation, expressed as a percentage, plus 15 percentage points. <i>See 29 CFR 2590.715-1251(g)(3)(ii)</i>. Medical inflation is the increase since March 2010 in the overall medical care component of the Consumer Price Index for All Urban Consumers (CPI-U) (unadjusted) published by the Department of Labor using the 1982-1984 base of 100. <i>See 29 CFR 2590.715-1251(g)(3)(i)</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 7 – Has there been a decrease in the contribution rate by the employer (or employee organization) towards the cost of any tier of coverage for any class of similarly situated individuals by more than 5 percentage points below the contribution rate for the coverage period that includes March 23, 2010?</u></p> <p>◆ If the contribution rate is based on a formula, was the decrease in the contribution rate based on a formula by more than 5 percent below the contribution rate for the coverage period that includes March 23, 2010? <i>See 29 CFR 2590.715-1251(g)(1)(v)(B)</i>.</p> <p>TIP: If a group health plan <u>modifies</u> the tiers of coverage it had on March 23, 2010 (for example, from self-only and family to a multi-tiered structure of self-only, self-plus-one, self-plus-two, and self-plus-three-or-more), the employer contribution for any new tier would be tested by comparison to the contribution rate for the corresponding tier on March 23, 2010. If the plan <u>adds</u> one or more new coverage tiers without eliminating or modifying any previous tiers and those new coverage tiers cover classes of individuals that were not covered previously under the plan, the new tiers would not be analyzed under the standards of paragraph (g)(1). <i>See DOL FAQs About the Affordable Care Act Implementation Part II, question 3 at http://www.dol.gov/ebsa/faqs/faq-aca2.html.</i></p> <p>In cases of a multiemployer plan that has either a fixed-dollar employee contribution or no employee contribution towards the cost of coverage, if the employer’s contribution rate changes, provided any changes in the coverage terms would not otherwise cause the plan to cease to be grandfathered and there continues to be no employee contribution or no increase in the fixed-dollar employee contribution towards the cost of coverage, the change of the employer’s contribution rate will not, in and of itself, cause a plan that is otherwise a grandfathered health plan to relinquish grandfather status. <i>See DOL FAQs About the Affordable Care Act Implementation Part I, question 4 at http://www.dol.gov/ebsa/faqs/faq-aca.html.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>Question 8 – Has the plan added or decreased an overall annual limit on benefits?</p> <p>◆ A plan will relinquish its grandfathered status if it:</p> <ul style="list-style-type: none"> ❖ Adds an overall annual limit on the dollar value of all benefits when it did not previously impose an overall annual limit (<i>See 29 CFR 2590.715-1251(g)(1)(vi)(A)</i>); ❖ Previously imposed an overall lifetime limit on the dollar value of benefits (but no overall annual limit) and adopts an overall annual limit at a dollar value that is lower than the dollar value of the lifetime limit on March 23, 2010 (<i>See 29 CFR 2590.715-1251(g)(1)(vi)(B)</i>); or ❖ Decreases the dollar value of the overall annual limit that was in place on March 23, 2010 (<i>See 29 CFR 2590.715-1251(g)(1)(vi)(C)</i>). <p>If the answer to any of questions 3-8 was “yes”, the plan is <u>NOT</u> a grandfathered plan, proceed to Section B.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 9 – Did the plan change issuers after March 23, 2010?</p> <p>If the answer to question 9 is “yes”, if the group health plan changed issuers after March 23, 2010, and the change in issuer was effective on or after November 15, 2010, the plan will continue to be a grandfathered plan provided no other changes that would relinquish grandfather status are made. <i>See 29 CFR 2590.715-1251(a)(1)(ii), as amended.</i> Proceed to question 10.</p> <p>If a group health plan changed issuers after March 23, 2010, and the change was effective prior to November 15, 2010, the plan will have relinquished grandfather status. The plan is not a grandfathered plan; proceed to Section B.</p> <p>TIP: The operative date is the effective date of the new contract, not the date the new contract was entered into. Special rules apply for collectively bargained plans. <i>See 29 CFR 2590.715-1251(f)</i> for collectively bargained plans.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 10 – Did the plan change from self-insured to fully-insured after March 23, 2010?</p> <p>If the group health plan was self-insured and changed to fully insured after March 23, 2010, and the change was effective on or after November 15, 2010, the plan will continue to be a grandfathered plan provided no other changes are made that would relinquish grandfather status. <i>See 29 CFR 2590.715-1251(a)(1)(ii), as amended.</i> Proceed to question 11.</p> <p>If a group health plan was self-insured and changed to fully-insured after March 23, 2010, and the change was effective prior to November 15, 2010, the plan will have relinquished grandfather status. The plan is not a grandfathered plan; proceed to Section B.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 11 – If the group health plan changed issuers (including a plan that was self-insured and changed to fully insured) and has maintained grandfather status did the plan provide documentation to the new issuer of the plan terms under the prior health coverage sufficient to determine whether any other change was made that would relinquish grandfather status?</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>◆ To maintain status as a grandfathered health plan, the plan must provide to the new issuer (and the new issuer must require) documentation of plan terms (including benefits, cost sharing, employer contributions, and annual limits) under the prior health coverage sufficient to determine whether any other change is being made that would relinquish grandfathered status. <i>See 29 CFR 2590.715-1251(a)(3)(ii), as amended.</i></p> <p>For all plans that, based on questions 1 through 11, have not relinquished grandfather status, complete questions 12-13.</p>			
<p><u>Question 12 – Does the plan include a statement that it believes it is a grandfathered health plan in any plan materials provided to participants and beneficiaries that describe the benefits provided under the plan?</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>◆ To maintain status as a grandfathered group health plan, the plan must include a statement, in any plan materials provided to a participant or beneficiary describing the benefits under the plan, that the plan believes it is a grandfathered health plan within the meaning of section 1251 of the Affordable Care Act and must provide contact information for questions and complaints. Model language is available. <i>See 29 CFR 2590.715-1251(a)(2).</i></p>			
<p><u>Question 13 – Is the plan maintaining records documenting the terms of the plan in connection with the coverage in effect on March 23, 2010, and are these records made available upon request?.....</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>◆ To maintain status as a grandfathered group health plan the plan must maintain records documenting the terms of the plan in connection with the coverage that was in effect on March 23, 2010, and any other documents necessary to verify, explain, or clarify its status as a grandfathered health plan. These records must be maintained for as long as the plan takes the position that it is grandfathered, and must be available for examination upon request. <i>See 29 CFR 2590.715-1251(a)(3)(i)(A) & (i)(B), as amended.</i></p>			
<p><u>Section B. Determining Compliance with the Affordable Care Act Extension of Dependent Coverage of Children to Age 26 Provisions in Part 7 of ERISA</u></p> <p><i>Note: This provision is applicable for plan years beginning on or after Sept. 23, 2010. This provision applies to both grandfathered and non-grandfathered group health plans. A special rule for grandfathered plans is noted below.</i></p>			

	YES	NO	N/A
<p>Question 1 – Does the plan provide coverage for dependent children?.....</p> <p>If the answer to this question is no, proceed to Section C. These provisions are only applicable to group health plans that provide coverage to dependent children. If the answer is “yes”, proceed to question 2.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 2 – Is the plan a grandfathered health plan?.....</p> <p>If yes, note:</p> <p>Special Rule for Grandfathered Plans: Grandfathered group health plans are not required to cover dependent children to age 26 if the dependent is eligible to enroll in another employer-sponsored group health plan (other than the group health plan of a parent). <i>See 29 CFR 2590.715-2714(g)(1).</i></p> <p>If the answer to ALL of the questions below is “yes”, the plan is in compliance with the rules regarding Dependent Coverage to Age 26.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 3 – Does the plan make dependent coverage available for children to age 26? ...</p> <p>Plans and issuers cannot deny or restrict dependent coverage for a child who is under age 26 other than in terms of a relationship between a child and the participant. Thus, plans and issuers cannot deny or restrict dependent coverage for a child who is under age 26 based on the presence or absence of financial dependency upon or residency with the participant or any other person, student status, employment or any combination of these factors. In addition, plans and issuers cannot limit dependent coverage based on whether the child under age 26 is married. The Affordable Care Act and implementing regulations do not require plans to cover children of children. <i>See 29 CFR 2590.715-2714(b) & (c).</i></p> <p>The terms of the plan or coverage cannot vary based on age, except for children who are age 26 or older. <i>See 29 CFR 2590.715-2714(d).</i></p> <p>TIP: A plan or issuer does not fail to satisfy the requirements regarding Dependent Coverage to Age 26 because the plan limits health coverage for children until the child turns 26 to only those children who are described in section 152(f)(1) of the Code. For an individual not described in Code section 152(f)(1), such as a grandchild or niece, a plan may impose additional conditions on eligibility for health coverage, such as a condition that the individual be a dependent for income tax purposes. <i>See DOL FAQs About the Affordable Care Act Implementation Part I, question 14 at http://www.dol.gov/ebsa/faqs/faq-aca.html.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Question 4 – Did the plan provide the one-time notice and an opportunity to enroll?</p> <p>There is a special transitional rule for children who satisfy two requirements – (a) their coverage ended, or they were denied coverage (or were not eligible for coverage) because the availability of dependent coverage of children ended before the attainment of age 26; and (b) by reason of the application of this provision, they become eligible for coverage on the first day of the first plan year beginning on or after September 23, 2010.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>With respect to children, plans and issuers must comply with the following transitional rules: <i>See 29 CFR 2590.715-2714(f).</i></p> <ul style="list-style-type: none"> ◆ An enrollment opportunity (including written notice) must be provided beginning not later than the first day of the first plan year beginning on or after September 23, 2010 and the enrollment period must continue for at least 30 days. <i>See 29 CFR 2590.715-2714(f)(2)(i).</i> ◆ The written notice must include a statement that children whose coverage ended, or who were denied (or were not eligible for) coverage because the availability of dependent coverage of children ended before attainment of age 26 are eligible to enroll. The notice may be provided to an employee on behalf of a child and the notice may be included with other enrollment materials, provided the statement is prominent. <i>See 29 CFR 2590.715-2714(f)(2)(ii).</i> ◆ Under this enrollment opportunity, a child must be treated as a HIPAA special enrollee. Therefore, the child must be offered all the benefit packages available to similarly situated individuals who did not lose coverage because they ceased to be dependents and cannot be required to pay more for coverage than similarly situated individuals who did not lose coverage because they ceased to be dependents. Further, if the participant, through whom the child is eligible, is not enrolled, the plan must provide that participant an enrollment opportunity. <i>See 29 CFR 2590.715-2714(f)(4), cross-referencing 29 CFR 2590.701-6(d).</i> ◆ Plans may coordinate this enrollment opportunity with open season, if an open season occurs before the first day of the next plan year. For example, if a calendar year plan has an open season coming up in advance of January 1, 2011, the plan may coordinate this enrollment period with that open season. Under the enrollment opportunity, coverage must take effect not later than the first day of the first plan year on or after September 23, 2010. <i>See 29 CFR 2590.715-2714(f)(3).</i> 			
<p><u>Section C. Determining Compliance with the Affordable Care Act Rescission Provisions in Part 7 of ERISA</u></p> <p><i>Note: This provision is applicable for plan years beginning on or after Sept. 23, 2010. This provision applies to both grandfathered and non-grandfathered group health plans.</i></p> <p>A rescission is a cancellation or discontinuance of coverage that has retroactive effect; this includes a cancellation that treats a policy as void from the time of the group’s enrollment or a cancellation that voids benefits paid up to one year before the cancellation. A rescission is not the cancellation or discontinuance of coverage that has only a prospective effect; or the cancellation or discontinuance of coverage if effective retroactively to the extent it is based on a failure to timely pay required premiums or contributions towards the cost of coverage. <i>See 29 CFR 2590.715-2712(a)(2).</i></p> <p>If the answer to the question below is “yes” the plan is in compliance with the rules regarding rescission of coverage.</p>			

	YES	NO	N/A
<p><u>Question 1 – Does the plan only rescind coverage for instances where an act, practice, or omission that constitutes fraud, or an intentional misrepresentation of material fact has occurred?</u></p> <p>◆ A group health plan, or health insurance issuer offering group health insurance coverage, must not rescind coverage with respect to an individual (including a group to which the individual belongs, or family coverage in which the individual is included) once the individual is covered under the plan or coverage, unless the individual (or a person seeking coverage on behalf of the individual) performs an act, practice, or omission that constitutes fraud, or makes an intentional misrepresentation of material fact, as prohibited by the terms of the plan or coverage. <i>See 29 CFR 2590.715-2712(a)(1).</i></p> <p>TIP: Some employers’ human resource departments may reconcile lists of eligible individuals with their plan or issuer via data feed only once per month. If a plan covers only active employees (subject to the COBRA continuation coverage provisions) and an employee pays no premiums for coverage after termination of employment, the Departments do not consider the retroactive elimination of coverage back to the date of termination of employment, due to delay in administrative record-keeping, to be a rescission. Similarly, if a plan does not cover ex-spouses (subject to the COBRA continuation coverage provisions) and the plan is not notified of a divorce and the full COBRA premium is not paid by the employee or ex-spouse for coverage, the Departments do not consider a plan’s termination of coverage retroactive to the divorce to be a rescission of coverage. (Of course, in such situations COBRA may require coverage to be offered for up to 36 months if the COBRA applicable premium is paid by the qualified beneficiary.) <i>See DOL FAQs About the Affordable Care Act Implementation Part II, question 7 at http://www.dol.gov/ebsa/faqs/faq-aca2.html.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Section D. Determining Compliance with the Affordable Care Act Prohibitions on Lifetime Limits and Restrictions on Annual Limits in Part 7 of ERISA</u></p> <p><i>Note: This provision is applicable for plan years beginning on or after Sept. 23, 2010. This provision applies to both grandfathered and non-grandfathered group health plans.</i></p> <p>The restrictions on annual limits do not apply to health flexible spending arrangements (FSAs), medical savings accounts (MSAs), or health savings accounts (HSAs). In the case of health reimbursement accounts (HRAs) that are integrated with other group health plan coverage which complies with the prohibitions on lifetime and annual limits, the fact that benefits under the HRA by itself are limited does not violate these rules. Stand-alone HRAs limited to retirees only are not subject to these rules.</p> <p>1. Lifetime Limits</p> <p>If the answer to ALL of the questions below is “yes” the plan is in compliance with the rules regarding prohibitions on lifetime limits.</p>			

	YES	NO	N/A
<p><u>Question 1 – Does the plan comply with the Affordable Care Act’s prohibition on lifetime limits?</u>.....</p> <p>◆ A group health plan or issuer may not establish any lifetime limit on the dollar amount of benefits for any individual. This prohibition applies for plan years beginning on or after September 23, 2010. <i>See 29 CFR 2590.715-2711(a)(1).</i></p> <p>TIP: These rules do not prevent a plan or issuer from placing lifetime dollar limits with respect to any individual on specific covered benefits that are not essential health benefits (to the extent this is permissible under applicable Federal and State law). <i>See 29 CFR 2590.715-2711(b)(1).</i></p> <p>Note: “Essential health benefits” refers to essential benefits under Section 1302(b) of the Affordable Care Act and applicable regulations (issued by HHS).</p> <p>For plan years beginning before the issuance of regulations defining “essential health benefits,” for purposes of enforcement, the Departments will take into account good faith efforts to comply with a reasonable interpretation of the term “essential health benefits.” For this purpose, a plan or issuer must apply the definition of essential health benefits consistently. <i>See Preamble to Interim Final Regulations, at 75 FR 37188, 37191.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 2 – Does the plan comply with the requirements regarding one-time notice and opportunity to enroll?</u></p> <p>There are transitional rules for any individual who satisfies two requirements – (a) their coverage or benefits under a group health plan or health insurance coverage ended by reason of reaching a lifetime limit; and (b) by reason of the application of this provision, they become eligible (or are required to become eligible) for benefits not subject to a lifetime limit on the first day of the first plan year on or after September 23, 2010. Such individuals must be provided notice and an enrollment opportunity. <i>See 29 CFR 2590.715-2711(e)(1).</i></p> <p>With respect to these individuals, plans and issuers must comply with the following transitional rules:</p> <p>◆ An enrollment opportunity (including written notice) must be provided beginning not later than the first day of the first plan year beginning on or after September 23, 2010 and must continue for at least 30 days. <i>See 29 CFR 2590.715-2711(e)(2)(i).</i></p> <p>◆ The notice may be provided to an employee on behalf of the employee’s dependent and the notice may be included with other enrollment materials, provided the statement is prominent. <i>See 29 CFR 2590.715-2711(e)(2)(ii).</i></p> <p>❖ Notice to Individuals Still Covered: The plan and issuer are required to give the individual written notice that the lifetime limit on the dollar value of benefits no longer applies and that the individual, if covered, is once again eligible for benefits under the plan. <i>See 29 CFR 2590.715-2711(e)(2)(i).</i></p> <p>❖ Notice and Enrollment Opportunity to Individuals Who Are Not Enrolled: If an individual is not enrolled (or if an enrolled individual is eligible for but not enrolled in any benefit package under the plan or coverage), the plan and issuer must give the individual written notice that the lifetime limit on the dollar value of benefits no longer applies and that the individual is once again eligible for benefits under the plan. <i>See 29 CFR 2590.715-2711(e)(2)(i).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<ul style="list-style-type: none"> ◆ For individuals who enroll under this opportunity, coverage must take effect not later than the first day of the first plan year beginning on or after September 23, 2010. <i>See 29 CFR 2590.715-2711(e)(3).</i> ◆ Individuals who enroll under this opportunity must be treated as special enrollees. Therefore, the individual must be offered all the benefit packages available to similarly situated individuals who did not lose coverage by reason of reaching a lifetime limit and cannot be required to pay more for coverage than similarly situated individuals who did not lose coverage by reason of reaching a lifetime limit. Further, if the participant, through whom the individual is eligible, is not enrolled, the plan must provide that participant an enrollment opportunity. <i>See 29 CFR 2590.715-2711(e)(4).</i> 			
<p>2. Annual Limits</p> <p>The interim final regulations provide that for plan years prior to January 1, 2014, the Secretary of HHS may establish a program under which the requirements relating to restricted annual limits may be waived if compliance with the rules would result in a significant decrease in access to benefits or a significant increase in premiums. Limited benefit insurance plans, also known as mini-medical plans, which are often used by employers to provide benefits to part-time workers, are examples of plans that might seek this kind of delay. If a plan has been granted an HHS waiver, the plan is not required to comply with the annual limit requirements during the applicable waiver period. Proceed to Section E.</p> <p>If the answer to the question below is “yes” the plan is in compliance with the rules regarding prohibitions/restrictions on annual limits.</p>			
<p><u>Question 1 – Does the plan comply with the Affordable Care Act’s restrictions on annual limits?</u>.....</p> <p>For plan years beginning prior to January 1, 2014, a plan may establish, for any individual, an annual limit on the dollar amount of benefits that are essential health benefits, if the limit is no less than:</p> <ul style="list-style-type: none"> ◆ For a plan year beginning on or after September 23, 2010 but before September 23, 2011, \$750,000; ◆ For a plan year beginning on or after September 23, 2011 but before September 23, 2012, \$1.25 million; and ◆ For plan years beginning on or after September 23, 2012 but before January 1, 2014, \$2 million. <i>See 29 CFR 2590.715-2711(d)(1).</i> <p>TIP: These rules do not prevent a plan or issuer from placing annual dollar limits with respect to any individual on specific covered benefits that are not essential health benefits (to the extent this is permissible under applicable Federal and State law). <i>See 29 CFR 2590.715-2711(b)(1).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Section E. Determining Compliance with the Affordable Care Act Prohibition on Preexisting Condition Exclusion for Individuals Under 19 in Part 7 of ERISA</u></p> <p><i>Note: This provision is applicable for plan years beginning on or after Sept. 23, 2010. This provision applies to both grandfathered and non-grandfathered group health plans.</i></p> <p>The definition of preexisting condition exclusion includes any limitation or exclusion of benefits (including a denial of coverage) applicable to an individual as a result of information relating to an individual’s health status before the individual’s effective date of coverage (or if coverage is denied, the date of denial), such as a condition identified as a result of a pre-enrollment questionnaire or a physical examination given to the individual, or a review of medical records relating to the pre-enrollment period. <i>See 29 CFR 2590.701-2 (as revised – see 75 FR 37229).</i></p> <p>If the answer to the following question is “yes” the plan is in compliance with the prohibition on preexisting condition exclusions for individuals under the age of 19.</p>			
<p><u>Question 1 – Does the plan comply with the Affordable Care Act by not imposing a preexisting condition exclusion on individuals under the age of 19?</u></p> <p>◆ For plan years beginning on or after September 23, 2010, group health plans may not impose any preexisting condition exclusion on enrollees, including applicants for enrollment, under the age of 19. <i>See 29 CFR 2590.715-2704(a)(1); 29 CFR 2590.715-2704(b)(2)&(3).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Section F. Determining Compliance with the Affordable Care Act Provisions Regarding the provision of the Summary of Benefits and Coverage (SBC) and Uniform Glossary</u></p> <p><i>Note: This provision is applicable for participants and beneficiaries who enroll or re-enroll through an open enrollment period beginning on the first day of the first open enrollment period that begins on or after September 23, 2012. For participants and beneficiaries who enroll other than through an open enrollment period (such as newly eligible or special enrollees), SBCs must be provided beginning on the first day of the first plan year beginning on or after September 23, 2012. See 29 CFR 2590.715-2715(f). These provisions do apply to grandfathered health plans.</i></p> <p>The Affordable Care Act provides for new disclosure tools, the Summary of Benefits and Coverage (SBC) and Uniform Glossary, to help consumers better compare coverage options available to them in both the individual and group health insurance coverage markets. Generally, group health plans and health insurance issuers are required to provide the SBC and Uniform Glossary free of charge. The Departments published a final rule setting forth the requirements for who must provide and who is entitled to receive an SBC and Uniform Glossary, when these documents must be provided, the content required in the documents, and the form and manner of how the documents can be provided. In addition, the Departments published a notice that sets forth the required template for the SBC and Uniform Glossary documents along with instructions and sample language for completing the template. These</p>			

	YES	NO	N/A
<p>documents are available on the EBSA website at: http://www.dol.gov/ebsa/healthreform/. The SBC and Uniform Glossary must be provided in a culturally and linguistically appropriate manner. The rules for determining whether a language other than English must be made available are the same as the rules for Internal Claims and Appeals and External Review, discussed in Section I of this compliance aid. HHS has made available translated versions of the template and glossary available in the potential required languages at: http://cciio.cms.gov/resources/other/index.html.</p> <p>Transitional Relief Providing Flexibility and Emphasizing Good Faith Progress Towards Compliance</p> <p>The Department is working together with employers and issuers to assist them in coming into compliance with these requirements. Specifically, in the instructions for completing the SBC, the Department stated that to the extent a plan’s terms do not reasonably correspond to the template and instructions, the template should be completed in a manner that is as consistent with the instructions as reasonably as possible, while still accurately reflecting the plan’s terms. <i>See Instructions Guide for Group Coverage, page 1 General Instructions</i>. In addition, compliance assistance is a high priority for the Departments. Implementation will be marked by an emphasis on assisting (rather than imposing penalties on) plans and issuers that are working diligently and in good faith to understand and come into compliance with the new law. During the first year of applicability,¹ the Departments will not impose penalties on plans and issuers that are working diligently and in good faith to comply. The Departments will continue to work with stakeholders over time to achieve maximum uniformity for consumers and certainty for the regulated community. <i>See ACA Implementation FAQ Part VIII, Q2 and Part IX, Q8</i>.</p> <p>The questions below focus on provision of the SBC by group health plans to participants and beneficiaries. The final regulations also require health insurance issuers to provide the SBC to group health plan sponsors and participants and beneficiaries. More information on these requirements can be found at www.dol.gov/ebsa.</p> <p>The following questions have been developed to assist in determining compliance with the rules regarding the Summary of Benefits and Coverage and Uniform Glossary.</p>			
<p>Question 1 – Does the plan provide an SBC, as required?</p> <p><u>In Connection with Enrollment</u></p> <p>◆ When providing the SBC to participants and beneficiaries, group health plans and issuers must provide the SBC with respect to each benefit package offered for which they are eligible (<i>See 29 CFR 2590.715-2715(a)(1)(ii)(A)</i>) as part of any written application materials distributed by the plan or issuer for enrollment. If no written application materials are distributed for enrollment, the SBC must be provided no later than the first date a participant is eligible to enroll in coverage for themselves or any beneficiaries. <i>See 29 CFR 2590.715-2715(a)(1)(ii)(B)</i>. For this purpose, written application materials include any forms or requests for information, in paper form or through a website or email, that must be completed for enrollment. <i>See ACA Implementation FAQ Part VIII, Q9</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

¹ The term “first year of applicability” refers to SBCs and uniform glossaries provided with respect to coverage beginning before January 1, 2014.

	YES	NO	N/A
<ul style="list-style-type: none"> ◆ If there is any change to the information required to be in the SBC prior to the first day of coverage, the plan or issuer must provide an updated SBC to the participants and beneficiaries no later than the first day of coverage. <i>See 29 CFR 2590.715-2715(a)(1)(ii)(C).</i> ◆ An SBC must also be provided to special enrollees no later than the date by which an SPD is required to be provided under ERISA section 104(b)(1)(A), which is 90 days from enrollment. <i>See 29 CFR 2590.715-2715(a)(1)(ii)(D).</i> <p><u>In Connection with Renewal</u></p> <ul style="list-style-type: none"> ◆ Group health plans and issuers are required to provide an SBC to participants and beneficiaries upon renewal or reissuance of coverage. <i>See 29 CFR 2590.715-2715(a)(1)(ii)(E).</i> If written application materials are required for renewal (paper or electronic), the SBC must be provided no later than the date on which these materials are distributed. <i>See 29 CFR 2590.715-2715(a)(1)(ii)(E)(1).</i> If renewal is automatic, the SBC must be provided no later than 30 days before the first day of coverage in the new plan or policy year. For insured coverage, if the policy, certificate, or contract of insurance has not been issued or renewed before such 30-day period, the SBC must be provided as soon as practicable but in no event later than seven business days after issuance of, or after receiving confirmation of the policyholder's intent to renew, the policy, certificate, or contract of insurance, whichever is earlier. <i>See 29 CFR 2590.715-2715(a)(1)(ii)(E)(2).</i> ◆ With respect to a group health plan that offers multiple benefit packages, the plan or issuer is required to provide a new SBC automatically upon renewal only with respect to the benefit package in which a participant or beneficiary is enrolled. <i>See 29 CFR 2590.715-2715(a)(1)(iii)(C).</i> <p><u>Upon Request</u></p> <ul style="list-style-type: none"> ◆ SBCs are required to be provided by group health plans and issuers, as applicable, to participants and beneficiaries upon request, as soon as practicable, but no later than seven business days following the receipt of a request. <i>See 29 CFR 2590.715-2715(a)(1)(ii)(F).</i> <p><u>Guidance Regarding Applicability</u></p> <ul style="list-style-type: none"> ◆ Disclosures (including the SBC and Uniform Glossary) provided to participants and beneficiaries who enroll or re-enroll through an open enrollment period must be provided beginning on the first day of the first open enrollment period that begins on or after September 23, 2012. For participants and beneficiaries who enroll other than through open enrollment (such as newly eligible or special enrollees), these disclosures must be provided beginning on the first day of the first plan year beginning on or after September 23, 2012. <i>See 29 CFR 2590.715-2715(f).</i> ◆ Due to additional administrative complexities with respect to providing SBCs for insurance products that are no longer being offered for purchase (sometimes referred to as closed blocks of business), the Departments will not take any enforcement action against a plan or issuer for failing to provide an SBC <i>before</i> September 23, 2013 with respect to an insured product that is no longer being actively marketed for purchase. However, the SBC must be provided <i>no later than</i> September 23, 2013. <i>See ACA Implementation FAQ Part IX, Q12.</i> 			

	YES	NO	N/A
<p>◆ With respect to expatriate coverage, the Departments will not take any enforcement action against a group health plan or group health insurance issuer for failing to provide an SBC for such coverage during the first year of applicability. <i>See ACA Implementation FAQ Part IX, Q13.</i></p> <p>TIPS: The requirement to provide an SBC by both a health insurance issuer and a group health plan to participants and beneficiaries can be satisfied for both entities as long as one entity provides the required SBC within the required timeframes. <i>See 29 CFR 2590.715-2715(a)(1)(iii)(A).</i></p> <p>If a participant and any beneficiaries are known to reside at the same address, a single SBC provided to that address will satisfy the obligation to provide for all individuals at the address. Under this circumstance, the obligation will also be satisfied if the SBC is furnished to the participant in electronic form. However if a beneficiary’s last known address is different than the participant’s address, a separate SBC must be mailed to the beneficiary’s address. <i>See 29 CFR 2590.715-2715(a)(1)(iii)(B) and ACA Implementation FAQ Part VIII, Q10.</i></p> <p>Group health plans are permitted to integrate the SBC with other summary materials, such as the SPD, as long as the SBC is intact and prominently displayed at the beginning of the materials (for example, immediately after the table of contents in an SPD) and all of the timing requirements are met. <i>See 77 FR 8707.</i></p> <p>The Departments generally allow electronic delivery of the SBC and Uniform Glossary where appropriate. For participants and beneficiaries who are already enrolled in coverage under a group health plan, an SBC may be provided electronically if the requirements of the Department of Labor’s electronic safe harbor are met. For participants and beneficiaries who are eligible but not enrolled for coverage, the SBC may be provided electronically if the format is readily accessible; the SBC is provided in paper form upon request; and if the electronic form is an Internet posting, the plan or issuer timely notifies the individual that the documents are available in paper form upon request. <i>See 29 CFR 2590.715-2715(a)(3).</i> An SBC may be provided electronically to participants and beneficiaries in connection with their online enrollment or online renewal of coverage under the plan. SBCs may also be provided electronically to participants and beneficiaries who request an SBC online. In either instance, a paper copy must be provided upon request. <i>See ACA Implementation FAQ Part IX, Q1.</i></p>			
<p><u>Question 2 – Does the plan make available the Uniform Glossary, as required?</u></p> <p>◆ The Uniform Glossary includes statutorily required terms, as well as multiple additional terms recommended by the NAIC. The Uniform Glossary is available on the DOL website at http://www.dol.gov/ebsa/healthreform/. The Uniform Glossary may not be modified by plans or issuers. <i>See 29 CFR 2590.715-2715(c)(3); 77 FR 8708.</i></p> <p>◆ The final rule requires group health plans and issuers to make the Uniform Glossary available upon request within seven business days. <i>See 29 CFR 2590.715-2715(c)(4).</i> This requirement may be satisfied by providing an internet address where an individual may review and obtain the Uniform Glossary. <i>See 29 CFR 2590.715-2715(a)(2)(i)(L).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>If you are completing this section as part of a review of a grandfathered health plan, STOP here. The following sections address provisions that do not apply to grandfathered health plans.</p>			

	YES	NO	N/A
<p><u>Section G. Determining Compliance with the Patient Protection Provisions of the Affordable Care Act in Part 7 of ERISA</u></p> <p><i>Note: This provision is applicable for plan years beginning on or after Sept. 23, 2010. This provision does not apply to grandfathered health plans.</i></p>			
<p>1. Choice of Healthcare Professional</p> <p>A plan or issuer that requires or provides for a participant or beneficiary to designate a participating primary care provider must permit each participant or beneficiary to designate any participating primary care provider who is available to accept the participant or beneficiary. With respect to a child, the plan or issuer must permit the designation of a physician who specializes in pediatrics as a child’s primary care provider, if the provider participates in the network of the plan or issuer and is available to accept the child. <i>See 29 CFR 2590.715-2719A(a)(1) & (a)(2).</i></p> <p>A group health plan or issuer that provides obstetrical or gynecological (OB/GYN) care and requires the designation of an in-network primary care provider, may not require authorization or referral by the plan, issuer, or any person (including a primary care provider) for a female participant or beneficiary who seeks coverage for OB/GYN care provided by a participating health care professional who specializes in obstetrics and gynecology. (This includes any individual authorized under State law to provide OB/GYN care, including a person other than a physician). <i>See 29 CFR 2590.715-2719A(a)(3).</i></p>			
<p><u>Question 1 – Does the plan require or provide for designation of a participating primary care provider by any participant or beneficiary?</u>.....</p> <p>If the answer is ‘no’, enter ‘N/A’ for the following questions and proceed to Question 8.</p> <p>If the answer to ALL of the questions below is “yes” the plan is in compliance with the choice of healthcare professional provisions of the rules regarding patient protections.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 2 – Does the plan permit each participant or beneficiary to designate any participating primary care provider who is available to accept the participant or beneficiary?</u></p> <p>◆ If a group health plan, or a health insurance issuer offering group health insurance coverage, requires or provides for designation by a participant or beneficiary of a participating primary care provider, then the plan or issuer must permit each participant or beneficiary to designate any participating primary care provider who is available to accept the participant or beneficiary. <i>See 29 CFR 2590.715-2719A(a)(1)(i).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
<p><u>Question 3 – Does the plan provide a notice informing each participant of the terms of the plan or health insurance coverage regarding designation of a primary care provider?</u></p> <p>◆ If a group health plan or health insurance issuer requires the designation by a participant or beneficiary of a primary care provider, the plan or issuer must provide a notice informing each participant of the terms of the plan or health insurance coverage regarding designation of a primary care provider that any participating primary care provider who is available to accept the participant or beneficiary can be designated. <i>See 29 CFR 2590.715-2719A(a)(4)(i)(A).</i></p> <p>TIP: This notice must be provided anytime the plan provides a participant with an SPD or other similar description of benefits under the plan. <i>See 29 CFR 2590.715-2719A(a)(4)(ii).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Question 4 – With respect to a child, does the plan permit the participant or beneficiary to designate a physician who specializes in pediatrics as the child’s primary care provider if the provider participates in the network of the plan or issuer and is available to accept the child?</u></p> <p>◆ If a group health plan, or a health insurance issuer offering group health insurance coverage, requires or provides for the designation of a participating primary care provider for a child by a participant or beneficiary, the plan or issuer must permit the participant or beneficiary to designate a physician (allopathic or osteopathic) who specializes in pediatrics as the child’s primary care provider if the provider participates in the network of the plan or issuer and is available to accept the child. <i>See 29 CFR 2590.715-2719A(a)(2)(i).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Question 5 – With respect to a child, does the plan provide a notice informing each participant of the terms of the plan or health insurance coverage regarding designation of a primary care provider and the right to designate any participating physician who specializes in pediatrics as the primary care provider?</u></p> <p>◆ If a group health plan or health insurance issuer requires the designation by a participant or beneficiary of a primary care provider, the plan or issuer must provide a notice informing each participant of the terms of the plan or health insurance coverage regarding designation of a primary care provider with respect to a child, that any participating physician who specializes in pediatrics can be designated as the primary care provider. <i>See 29 CFR 2590.715-2719A(a)(4)(i)(B).</i></p> <p>TIP: This notice must be provided anytime the plan provides a participant with an SPD or other similar description on benefits under the plan. <i>See 29 CFR 2590.715-2719A(a)(4)(ii).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
<p><u>Question 6 – Does the plan provide coverage for OB/GYN care provided by a participating health care professional who specializes in obstetrics or gynecology for a female participant or beneficiary without requiring authorization or referral by the plan, issuer, or any person (including a primary care provider)?</u></p> <p>◆ For purposes of this provision, a health care professional who specializes in obstetrics or gynecology is any individual (including a person other than a physician) who is authorized under applicable State law to provide obstetrical or gynecological care. The plan or issuer may require such a professional to agree to otherwise adhere to the plan’s or issuer’s policies and procedures, including procedures regarding referrals and obtaining prior authorization and providing services pursuant to a treatment plan (if any) approved by the plan or issuer. <i>See 29 CFR 2590.715-2719A(a)(3)(i)(A).</i></p> <p>◆ A plan or issuer must treat the provision of OB/GYN care, and the ordering or related OB/GYN items and services, by a participating health care professional who specializes in obstetrics or gynecology as the authorization of the primary care provider. <i>See 29 CFR 2590.715-2719A(a)(3)(i)(B).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Question 7 – Does the plan provide a notice informing each participant of the terms of the plan or coverage regarding designation of a primary care provider and that the plan may not require authorization or referral for obstetrical or gynecological care by a participating health care professional who specializes in obstetrics or gynecology?</u></p> <p>◆ If a group health plan or health insurance issuer requires the designation by a participant or beneficiary of a primary care provider, the plan or issuer must provide a notice informing each participant of the terms of the plan or health insurance coverage regarding designation of a primary care provider that the plan may not require authorization or referral for obstetrical or gynecological care by a participating health care professional who specializes in obstetrics or gynecology. <i>See 29 CFR 2590.715-2719A(a)(4)(i)(C).</i></p> <p>TIP: This notice must be provided anytime the plan provides a participant with an SPD or other similar description on benefits under the plan. <i>See 29 CFR 2590.715-2719A(a)(4)(ii).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Coverage of Emergency Services</p> <p><u>Question 8 – Does the plan provide any benefits with respect to services in an emergency department of a hospital?</u></p> <p>If the answer is ‘no,’ enter ‘N/A’ for the following questions and proceed to Section H.</p> <p>If the answer to ALL of the questions below is “yes” the plan is in compliance with the coverage of emergency services provisions of the rules regarding patient protections.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 9 – Does the plan provide coverage of emergency services without the need for any prior authorization determination, even if the emergency services are provided on an out-of-network basis?</u>.....</p> <p>◆ A plan or issuer subject to the requirements of this section must provide coverage for emergency services without the need for any prior authorization determination, even if the emergency services are provided on an out-of-network basis. <i>See 29 CFR 2590.715-2719A(b)(2)(i).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Question 10 – Does the plan provide coverage of emergency services without regard to whether the health care provider furnishing the emergency services is a participating network provider with respect to the services?</u>.....</p> <p>◆ A plan or issuer subject to the requirements of this section must provide coverage for emergency services without regard to whether the health care provider furnishing the emergency services is a participating network provider with respect to the services. <i>See 29 CFR 2590.715-2719A(b)(2)(ii).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Question 11 – Does the plan provide coverage of emergency services provided out of network without imposing any administrative requirement or limitation on coverage that is more restrictive than the requirements that apply to emergency services provided in-network?</u></p> <p>◆ If the emergency services are provided out-of-network, the plan must provide the emergency services without imposing any administrative requirement or limitation on coverage that is more restrictive than the requirements or limitations that apply to emergency services received from in-network providers <i>See 29 CFR 2590.715-2719A(b)(2)(iii).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Question 12 – When providing emergency services out-of-network, does the plan impose cost-sharing requirements that comply with the requirements of the interim final regulations?</u></p> <p>◆ Any cost-sharing requirement expressed as a copayment amount or coinsurance rate imposed with respect to a participant or beneficiary for out-of-network emergency services cannot exceed the cost-sharing requirement imposed with respect to a participant or beneficiary if the services were provided in-network. However, a participant or beneficiary may be required to pay, in addition to the in-network cost sharing, the excess of the amount the out-of-network provider charges over the amount the plan or issuer is required to pay under this section. <i>See 29 CFR 2590.715-2719A(b)(3)(i).</i></p> <p>A plan or issuer complies with the requirements if it provides benefits with respect to an emergency service in an amount equal to the greatest of the following three amounts (which are adjusted for in-network cost-sharing requirements):</p> <p>(A) The amount negotiated with in-network providers for the emergency service furnished, excluding any in-network copayment or coinsurance imposed. (<i>See 29</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
<p><i>CFR 2590.715-2719A(b)(3)(i)(A)</i> for more detailed information, including how to determine this amount if there is more than one amount negotiated with in-network providers for the emergency service.)</p> <p>(B) The amount for the emergency service calculated using the same method the plan generally uses to determine payments for out-of-network services (such as the usual, customary, and reasonable amount), excluding any in-network copayment or coinsurance imposed. <i>See 29 CFR 2590.715-2719A(b)(3)(i)(B)</i>.</p> <p>(C) The amount that would be paid under Medicare for the emergency service, excluding any in-network copayment or coinsurance imposed. <i>See 29 CFR 2590.715-2719A(b)(3)(i)(C)</i>.</p> <p>TIP: Any other cost-sharing requirement, such as a deductible or out-of-pocket maximum, may be imposed with respect to out-of-network emergency services only if the cost-sharing requirement generally applies to out-of-network benefits. <i>See 29 CFR 2590.715-2719A(b)(3)(ii)</i>.</p>			
<p><u>Question 13 – Does the plan provide coverage of emergency services without regard to any other term or condition of the coverage, other than the exclusion or coordination of benefits, a permissible affiliation or waiting period, or applicable cost-sharing requirements?</u></p> <p>◆ A plan or issuer subject to the requirements of this section must provide coverage for emergency services without regard to any other term or condition of the coverage, other than the exclusion or coordination of benefits, an affiliation or waiting period permitted under part 7 of ERISA, part A of title XXVII of the PHS Act, or chapter 100 of the Internal Revenue Code, or applicable cost sharing. <i>See 29 CFR 2590.715-2719A(b)(2)(v)</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Section H. Determining Compliance with the Affordable Care Act Coverage of Preventive Services Provisions in Part 7 of ERISA</u></p> <p><i>Note: This provision is applicable for plan years beginning on or after Sept. 23, 2010. Make sure the plan you are examining is required to comply as of the date you are looking at it. This provision does not apply to grandfathered health plans.</i></p> <p>Group health plans and health insurance issuers must provide coverage for, and must not impose cost-sharing requirements with respect to, certain recommended preventive services. Nothing prevents plans or issuers from providing coverage for preventive items and services in addition to the recommended preventive services required under these regulations. <i>See 29 CFR 2590.715-2713(a)(1) & (a)(5)</i>.</p> <p>If the answer to ALL of the questions below is “yes” the plan is in compliance with the rules regarding preventive services.</p>			

	YES	NO	N/A
<p><u>Question 1 – Does the plan provide coverage without imposing any cost-sharing requirements for evidence-based items or services that have in effect a rating of A or B in the current recommendations of the United States Preventive Services Task Force?</u></p> <p>◆ Plans and issuers must provide coverage for evidence-based items or services that have in effect a rating of A or B in the current recommendations of the United States Preventive Services Task Force. <i>See 29 CFR 2590.715-2713(a)(1)(i).</i></p> <p>◆ <i>Note:</i> Recommendations of the United States Preventive Services Task Force regarding breast cancer screening, mammography, and prevention issued in or around November 2009 are not considered to be current.</p> <p>◆ A complete list of recommendations and guidelines that are required to be covered under these interim final regulations can be found at http://www.Healthcare.Gov/center/regulations/prevention.html. Any changes to or new recommendations and guidelines will be noted at this site. Therefore, by visiting the site once per year, plans and issuers will have straightforward access to all the information necessary to determine any additional items and services that must be covered without cost-sharing and any items or services that are no longer required to be covered.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 2 – Does the plan provide coverage without imposing any cost-sharing requirements for immunizations for routine use in children, adolescents, and adults that have in effect a recommendation from the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention?.....</u></p> <p>◆ For the purpose of this section, a recommendation from the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention is considered in effect after it has been adopted by the Director of the Centers for Disease Control and Prevention, and a recommendation is considered to be for routine use if it is listed on the Immunization Schedules of the Centers for Disease Control and Prevention. <i>See 29 CFR 2590.715-2713(a)(1)(ii).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 3 – With respect to infants, children, and adolescents, does the plan provide coverage without imposing any cost-sharing requirements for evidence-informed preventive care and screenings provided for in comprehensive guidelines supported by the Health Resources and Services Administration?.....</u></p> <p>◆ With respect to infants, children, and adolescents, a plan or issuer must provide coverage for evidence-informed preventive care and screenings provided for in comprehensive guidelines supported by the Health Resources and Services Administration. <i>See 29 CFR 2590.715-2713(a)(1)(iii).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 4 – With respect to women, does the plan provide coverage without imposing any cost-sharing requirements for evidence-informed preventive care and screenings provided for in comprehensive guidelines supported by the Health Resources and Services Administration? A complete list of guidelines that are required to be covered can be found at: http://www.hrsa.gov/womensguidelines/. (Note: there is a limited exception for religious employers regarding coverage for certain women’s preventive services).....</u></p> <p>◆ With respect to women, a plan or issuer must provide coverage for evidence-informed preventive care and screenings provided for in comprehensive guidelines supported by the Health Resources and Services Administration. <i>See 29 CFR 2590.715-2713(a)(1)(iv).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 5 – Does the plan provide coverage for office visits without imposing cost sharing requirements when recommended preventive services are not billed separately from an office visit and is the primary purpose of the office visit?</u></p> <p>◆ If a recommended preventive service or item is not billed separately (or is not tracked as individual encounter data separately) from an office visit and the primary purpose of the office visit is the delivery of such a service or item, then a plan or issuer may not impose cost-sharing requirements with respect to the office visit. <i>See 29 CFR 2590.715-2713(a)(2)(ii).</i></p> <p>TIP: If a recommended preventive service is billed separately from an office visit, or if the recommended preventive service is not billed separately and the primary purpose of the office visit is not delivery of the recommended preventive service, then a plan or issuer may impose cost-sharing with respect to the office visit. <i>See 29 CFR 2590.715-2713(a)(2)(i) & (iii).</i></p> <p>Additional tips:</p> <p>◆ Plans and issuers that have a network of providers are not required to provide coverage for and may impose cost-sharing requirements for recommended preventive services delivered by an out-of-network provider. <i>See 29 CFR 2590.715-2713(a)(3).</i></p> <p>◆ Plans and issuers may use reasonable medical management techniques to determine the frequency, method, treatment, or setting for the recommended preventive services to the extent these are not specified in the recommendations or guidelines. <i>See 29 CFR 2590.715-2713(a)(4).</i></p> <p>◆ Plans and issuers can impose cost-sharing for a treatment that is not a recommended preventive service under these regulations, even if the treatment resulted from a recommended preventive service. <i>See 29 CFR 2590.715-2713(a)(5).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Section I. Determining Compliance with the Affordable Care Act Provisions Regarding Internal Claims and Appeals and External Review in Part 7 of ERISA</u></p> <p><i>The internal claims and appeals and external review provisions of Part 7 of ERISA do not apply to grandfathered health plans.</i></p> <p><i>Note: There have been several phases of guidance issued regarding the internal claims and appeals and external review provisions under the ACA. More information about the requirements regarding internal claims and appeals and external review processes under ERISA is available at www.dol.gov/ebsa.</i></p> <p>1. Internal Claims and Appeals</p> <p>Under the Affordable Care Act group health plans and health insurance issuers offering group health insurance coverage were required to implement an effective internal claims and appeals process for plan years beginning on or after September 23, 2010. In general, the interim final regulations require plans and issuers to comply with the DOL claims procedure rule under <i>29 CFR 2560.503-1</i> and impose specific additional requirements and include some clarifications (referred to as the “additional standards” for internal claims and appeals). In addition to meeting the following requirements, the plan is required to comply with all of the requirements of the DOL claims procedure rule under <i>29 CFR 2560.503-1</i>.</p> <p>The following questions have been developed to assist in determining compliance with the additional standards for internal claims and appeals processes.</p>			
<p><u>Question 1 – Does the plan provide internal claims and appeals processes with respect to rescissions of coverage?</u>.....</p> <p>◆ Under the DOL claims procedure rule, adverse benefit determinations eligible for internal claims and appeals processes generally include denial, reduction, or termination of, or a failure to provide or make a payment (in whole or in part) for a benefit (including a denial, reduction, termination, or failure to make a payment based on the imposition of a preexisting condition exclusion, a source of injury exclusion, or other limitation on covered benefits). <i>See 29 CFR 2560.503-1(m)(4)</i>.</p> <p>◆ The Department’s regulations broaden the DOL claims procedure rule’s definition of “adverse benefit determination” to include rescissions of coverage. Therefore, rescissions of coverage are also eligible for internal claims and appeals processes, whether or not the rescission has an adverse effect on any particular benefit at the time of an appeal. <i>See 29 CFR 2590.715-2719(a)(2)(i); 29 CFR 2560.503-1</i>.</p> <p>◆ This provision is applicable for plan years beginning on or after September 23, 2010. <i>See 29 CFR 2590.715-2719(g)</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 2 – Does the plan provide claimants with any new or additional evidence or rationale considered in connection with a claim?</u>.....</p> <p>◆ The Department’s regulations clarify that plans or issuers must provide to claimants, free of charge, any new or additional evidence considered, relied upon, or generated by (or at the direction of) the plan or issuer in connection with a claim. This evidence must be provided as soon as possible and sufficiently in advance of the date on which the notice of final internal adverse benefit determination is required to be provided in order to give the claimant a reasonable opportunity to respond prior to that date. Similarly, before a plan or issuer can issue a final internal adverse benefit determination based on a new or additional rationale, the claimant must be provided, free of charge, with the rationale. This rationale must be provided as soon as possible and sufficiently in advance of the date on which the notice of final internal adverse benefit determination is required to be provided in order to give the claimant a reasonable opportunity to respond prior to that date. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(C).</i></p> <p>◆ This provision is applicable for plan years beginning on or after September 23, 2010. <i>See 29 CFR 2590.715-2719(g).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 3 – Does the plan ensure that claims and appeals are adjudicated in a manner that maintains independence and impartiality of decision making?</u></p> <p>◆ The Department’s regulations clarify that plans or issuers must ensure that all claims and appeals are adjudicated in a manner designed to ensure the independence and impartiality of the persons involved in making the decision. Accordingly, decisions regarding hiring, compensation, termination, promotion, or other similar matters with respect to any individual (such as a claims adjudicator or medical expert) must not be made based upon the likelihood or perceived likelihood that the individual will support or tend to support a denial of benefits. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(D).</i></p> <p>◆ This provision is applicable for plan years beginning on or after September 23, 2010. <i>See 29 CFR 2590.715-2719(g).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 4 – Complete the following questions to ensure that the plan complies with the additional content requirements for any notice of adverse benefit determination or final internal adverse benefit determination:</u></p> <p><u>4a. Does the plan or issuer ensure that any notice of adverse benefit determination or final internal adverse benefit determination includes information sufficient to identify the claim involved?</u></p> <p>◆ The Department’s regulations provide that plans and issuers must ensure that any notice of adverse benefit determination or final internal adverse benefit determination includes information sufficient to identify the claim involved including the date of service, the health care provider, and the claim amount (if applicable). <i>See 29 CFR 2590.715-2719(b)(2)(ii)(E)(1).</i> This provision is applicable for plan years beginning on or after July 1, 2011. <i>See T.R. 2011-01 at http://www.dol.gov/ebsa/newsroom/tr11-01.html</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>◆ Plans or issuers must also provide to participants and beneficiaries, as soon as practicable, upon request, the diagnosis and treatment codes (and their meanings), associated with any adverse benefit determination or final internal adverse benefit determination. The plan or issuer must not consider a request for such diagnosis and treatment information, in itself, to be a request for an internal appeal or external review. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(E)(1), as amended.</i> This provision is applicable for plan years beginning on or after January 1, 2012. <i>See T.R. 2011-01 at http://www.dol.gov/ebsa/newsroom/tr11-01.html.</i></p>			
<p><u>4b. Does the plan or issuer ensure that any notice of adverse benefit determination or final internal adverse benefit determination includes an adequate description of the reasons for the adverse benefit determination or final internal adverse benefit determination?</u>.....</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>◆ The Department’s regulations provide that plans and issuers must ensure that the reasons for the adverse benefit determination or final internal adverse benefit determination includes the denial code and its corresponding meaning, as well as a description of the standard that was used in denying the claim. In the case of a notice of final internal adverse benefit determination, this description must include a discussion of the decision. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(E)(2).</i></p> <p>◆ This provision is applicable for plan years beginning on or after July 1, 2011. <i>See T.R. 2011-01 at http://www.dol.gov/ebsa/newsroom/tr11-01.html.</i></p>			
<p><u>4c. Does the plan or issuer ensure that any notice of adverse benefit determination or final internal adverse benefit determination includes a description of available internal appeals and external review processes?</u>.....</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>◆ The Department’s regulations provide that plans and issuers must provide a description of available internal appeals and external review processes, including information regarding how to initiate an appeal. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(E)(3).</i></p> <p>◆ This provision is applicable for plan years beginning on or after July 1, 2011. <i>See T.R. 2011-01 at http://www.dol.gov/ebsa/newsroom/tr11-01.html.</i></p>			
<p><u>4d. Does the plan or issuer ensure that any notice of adverse benefit determination or final internal adverse benefit determination disclose the availability of, and contact information for, any applicable office of health insurance consumer assistance or ombudsman established under PHS Act section 2793?</u>.....</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>◆ The Department’s regulations provide that plans and issuers must disclose the availability of, and contact information for, any applicable office of health insurance consumer assistance or ombudsman established under PHS Act section 2793 to assist enrollees with the internal claims and appeals and external review processes. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(E)(4).</i></p>			

	YES	NO	N/A
<ul style="list-style-type: none"> ◆ An updated list of the State Consumer Assistance Programs is available on the Department of Labor website at http://www.dol.gov/ebsa/capupdatelist.doc . ◆ These provisions are applicable for plan years beginning on or after July 1, 2011. <i>See T.R. 2011-01 at http://www.dol.gov/ebsa/newsroom/tr11-01.html.</i> 			
<p><u>Question 5 – Does the plan defer to the attending provider as to whether a claim involves urgent care and provide notice regarding such urgent care claim as required?...</u></p> <ul style="list-style-type: none"> ◆ As under 29 CFR 2560.503-1(f)(2)(i), plans or issuers must notify a claimant of a benefit determination (whether adverse or not) with respect to a claim involving urgent care as soon as possible, taking into account the medical exigencies, but not later than 72 hours after the receipt of the claim by the plan or issuer. <i>29 CFR 2590.715-2719(b)(2)(ii)(B), as amended.</i> ◆ The determination as to whether a claim involves urgent care is determined by the attending provider and the plan or issuer must defer to such determination. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(B), as amended.</i> ◆ This provision is applicable for plan years beginning on or after January 1, 2012. <i>See T.R. 2011-01 at http://www.dol.gov/ebsa/newsroom/tr11-01.html.</i> 	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>Question 6 – Does the plan comply with the requirements regarding deemed exhaustion of internal claims and appeals processes?</u></p> <ul style="list-style-type: none"> ◆ In the case of a plan or issuer that fails to adhere to all the requirements of the Interim Final Rules relating to the Internal Claims and Appeals process with respect to a claim, the claimant is deemed to have exhausted the internal claims and appeals process. The internal claims and appeals process will not be deemed exhausted as long as the violation was: <i>de minimus</i>, does not cause, and is not likely to cause, prejudice or harm to the claimant, attributable to good cause or due to matters beyond the control of the plan or issuer, in the context of an ongoing, good faith exchange of information between the plan and the claimant, and is not reflective of a pattern or practice of non-compliance. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(F), as amended.</i> ◆ In the event that the claimant requests a written explanation of the violation, the plan or issuer must provide such explanation within 10 days, including a specific description of its bases, if any, for asserting that the violation should not cause the internal claims and appeals process to be deemed exhausted. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(F), as amended.</i> ◆ In the case that the external review rejects the claimant’s immediate review, the plan must provide the claimant notice of the opportunity to resubmit and pursue the internal appeal of the claim. This notice must be sent within a reasonable time after the external reviewer rejects the claim for immediate review, not later than 10 days. <i>See 29 CFR 2590.715-2719(b)(2)(ii)(F), as amended.</i> ◆ These provisions are applicable for plan years beginning on or after January 1, 2012. <i>See T.R. 2011-01 at http://www.dol.gov/ebsa/newsroom/tr11-01.html.</i> 	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p><u>Question 7 – Does the plan provide notices in a culturally and linguistically appropriate manner with respect to internal claims and appeals processes?</u></p> <ul style="list-style-type: none"> ◆ The Department’s regulations provide that plans and issuers must provide relevant notices in a culturally and linguistically appropriate manner. To meet this requirement the plan or issuer must: <ul style="list-style-type: none"> ❖ include a one-sentence statement in the relevant non-English language about the availability of language services on each notice sent to an address in a county that meets the threshold; ❖ provide, upon request, a notice in any applicable non-English language; and ❖ provide a customer assistance process (such as a telephone hotline) with oral language services in the non-English language and provide written notices in the non-English language upon request. <i>See 29 CFR 2590.715-2719(e), as amended.</i> ◆ The Department’s regulations establish a single threshold with respect to the percentage of people who are literate only in the same non-English language for both the group and individual markets. With respect to plans and issuers, the threshold percentage is set at 10 percent or more of the population residing in the claimant’s county, as determined based on American Community Survey (ACS) data published by the United States Census Bureau. The list of counties determined to meet the threshold is available on the Department of Labor website at http://www.cciio.cms.gov/resources/factsheets/clas-data.html. This list will be updated annually. <i>See 29 CFR 2590.715-2719(e)(3), as amended.</i> <p>These provisions are applicable for plan years beginning on or after January 1, 2012. <i>See T.R. 2011-01 at http://www.dol.gov/ebsa/newsroom/tr11-01.html.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>2. External Review</p> <p><i>Plans and issuers must comply with either a State external review process or the Federal external review process. The external review provisions of Part 7 of ERISA do not apply to grandfathered health plans.</i></p> <p>The following questions have been developed to assist in determining compliance with the rules regarding the external review processes.</p>			
<p><u>Question 1 – Is the plan subject to the requirements of a State external review process or the HHS-Administered Federal External Review Process?</u></p> <ul style="list-style-type: none"> ◆ Non-grandfathered, self-insured group health plans subject to ERISA and the Code: <ul style="list-style-type: none"> ❖ Generally follow requirements of the private accredited IRO process (<i>established by TR 2010-01, modified by TR 2011-02</i>). ◆ Non-grandfathered, insured coverage: <ul style="list-style-type: none"> ❖ Generally, issuers must follow the State process if the external review process meets either the NAIC-Similar or NAIC-Parallel process as determined by HHS. 	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
<p>❖ However, issuers in States without a conforming State process and self-insured non-federal governmental plans may either:</p> <ul style="list-style-type: none"> - Utilize the private accredited IRO process (<i>established by TR 2010-01, and modified by TR 2011-02</i>); or - Utilize the HHS-Administered Federal External Review Process. <p>*Background information regarding external review processes for insured plans:</p> <p>◆ For insured coverage, HHS has determined which State external review processes meet the minimum requirements to apply to issuers in those States. See http://cciio.cms.gov/resources/files/external_appeals.html.</p> <p>◆ As of July 10, 2012, issuers in Alabama, Alaska, Florida, Georgia, Louisiana, Mississippi², Montana, Nebraska, Pennsylvania, West Virginia, Wisconsin, US Virgin Islands, Guam, American Samoa, Puerto Rico and Northern Mariana Islands are currently using one of these two federal external review processes.</p> <p>If you answered “Yes” to Question 1 above, STOP. The plan is not subject to the DOL Private Accredited IRO process. If you answered “No” to Question 1 above, continue to Question 2.</p>			
<p><u>Question 2 – DOL Private Accredited IRO process: Does the plan provide external review for the required scope of adverse benefit determinations?</u></p> <p>Under the Department’s regulations the scope of the Federal external review process applies to:</p> <ul style="list-style-type: none"> ◆ An adverse benefit determination, including a final internal adverse benefit determination, by a plan or issuer that involves medical judgment, including but not limited to those based on the plan’s or issuer’s requirements for medical necessity, appropriateness, health care setting, level of care, or effectiveness of a covered benefit; or its determination that a treatment is experimental or investigational; and ◆ A rescission of coverage (regardless of whether or not the rescission has any effect on any particular benefit at that time). See 29 CFR 2590.715-2719(d)(1)(ii), as amended. ◆ An adverse benefit determination that relates to a participant’s or beneficiary’s failure to meet the requirements for eligibility under the terms of a group health plan (i.e., worker classification or similar issue) is not within the scope of the Federal external review process. See 29 CFR 2590.715-2719(d)(1)(i), as amended. 	<input type="checkbox"/>	<input type="checkbox"/>	

2 Issuers in this state are scheduled to transition to a state process on 1/1/13.

	YES	NO	N/A
<p><u>Question 3 – DOL Private Accredited IRO process: Does the plan provide an effective external review process?</u></p> <p>◆ Self-insured coverage subject to ERISA and the Code may either comply with the standards of the private accredited IRO process or voluntarily comply with a State external review process if the State allows access.</p> <p>◆ If the plan is complying with the private accredited IRO process, ensure the plan complies with all of the standards articulated in TR 2011-02 including:</p> <ul style="list-style-type: none"> ❖ Providing effective written notice of external review ❖ Providing limits related to filing fees ❖ Providing claimant at least 4 months to file for external review ❖ Requiring that IROs must be accredited ❖ Requiring that IROs may not have conflicts of interest that influence independence ❖ Providing that IRO decisions are binding on the insurer and the claimant ❖ Requiring IROs to maintain written records for at least three years <p>◆ Department of Labor clarified in TR 2011-02 that to be eligible for a safe harbor from enforcement from the Department of Labor and the IRS (as previously set forth in sub-regulatory guidance issued in ACA FAQs Part 1 on September 20, 2010), self-insured plans will be required to contract with at least two independent review organizations (IROs) by January 1, 2012 and at least three IROs by July 1, 2012.</p> <p><i>See TR 2010-01 at http://www.dol.gov/ebsa/pdf/ACATEchnicalRelease2010-01.pdf, and TR-2011-02 at http://www.dol.gov/ebsa/newsroom/tr11-02.html.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	