

Dear Employee:

Welcome to **Scotch Plains-Fanwood Board of Education's** employee benefits program! Please use our employee benefits portal, HRconnection, for forms and information pertaining to your Medical and Dental Benefits.

How do I access HRconnection?

Simply go to www.hrconnection.com, click on "Login here" next to "Have a Guest Key?" and enter the following as the guest key: **SPFBOE**

Chapter 44: NEW JERSEY EDUCATOR PLAN, NEW EFFECTIVE JANUARY 1, 2021

P.L. 2020, c. 44 (Chapter 44) created the New Jersey Educators Health Plan (NJEHP) for all employees of board of educations and all employers as defined in section 32 of P.L. 2007, c. 103 (C.52:14-17.46.2). The NJEHP medical plan will be administered by the district's current insurance carrier, **CIGNA**.

Chapter 44: GARDEN STATE PLAN, NEW EFFECTIVE JULY 1, 2022

P.L. 2020, c. 44 (Chapter 44) created the Garden State Plan for all employees of board of educations and all employers as defined in section 32 of P.L. 2007, c. 103 (C.52:14-17.46.2). The Garden State Plan medical plan will be administered by the district's current insurance carrier, **CIGNA**.

NEW HIRES

Click on the **New Hires** tab from the HOME screen of HRconnection for important information regarding the district's benefits. It is very important that you review this section of the website.

BENEFITS & COSTS TAB

Benefit Plan Information:

Hover over the "**Benefits & Costs**" tab and click on "**Plan Information**". Here you will find:

- Benefit Summaries and Plan Comparisons
- Summary of Benefits and Coverage (SBC)
- Provider Network Information

Enrollment Forms:

Click on the "**Forms**" tab. Here you will find instructions for completing forms. If you are opting out of the district's coverage, please complete and sign the employee information section of the Cigna Enrollment Form and choose "Waive Plan" as your plan selection.

All forms are due to Melissa Burns in the Business Office and must be submitted at least one week prior to the effective date of your coverage. Your coverage effective date is 30 days from your employment start date, except in the following cases:

- 10 Month employees hired effective September 1, coverage begins effective September 1.
- 12 Month employees hired effective July 1, coverage begins effective July 1.

Employee Contributions:

Hover over the "**Benefits & Costs**" tab and click on "**Employee Contributions**".

NOTIFICATION REQUIREMENTS TAB

Here you will find the following important notices:

- Women's Health and Cancer Rights Act of 1998
- Special Enrollment Rights (Life Event)
- Premium Assistance Under Medicaid and the Children's Health Insurance Program
- Newborn and Mothers Health Act
- Medicare Part D Creditable Coverage Notification
- Notice of Marketplace Exchange
- Dependent under 31 Coverage – Chapter 375

What if I have issues regarding my personal insurance claims:

This site is a general benefits site, containing important documents and forms regarding the benefits offered to all employees of **Scotch Plains-Fanwood Board of Education**. This site does not give you access to your personal claims or enrollment information. To view your actual claims or enrollment, you will still need to log into the appropriate insurance carrier website. Alternatively, you can call the insurance carrier using the phone numbers found on your ID cards or on the home page of the portal.

What if I still have questions after I find my information? Where do I go?

You can call our district's health insurance broker, Centric Benefits Consulting. Contact information is found on the home page of HRconnection.

**A Valuable New Tool for
Simplifying Your Search for
Benefit Information!**

Also, the district is still here to help answer your questions when you cannot find answers on HRconnection. Our commitment to service has not changed. Please contact Melissa Burns in the Business Office at extension 41308 or via email at mburns@spfk12.org with any questions or concerns.

We encourage you to provide feedback on HRconnection. If you see areas that need improvement, please let us know.

Sincerely,

Melissa Burns
Business Office, Pensions and Benefits