



Below please find an important checklist for your 2024 Benefits. We recommend all benefit employees run through this list of items to ensure you do not have any missed items before benefits are effective on January 1, 2024.

NEW BENEFIT YEAR CHECKLIST

Paycheck Confirmation

- ✓ **Check your first paycheck** in 2024 to confirm that your deductions match your Open Enrollment confirmation.
 - **If they do not match, notify your Human Resources or your Benefits team immediately @ benefits@noahhelps.org**

Medical –Ameriben

- ✓ **ID Cards** – Ameriben will be mailing new ID cards to all members that changed their plan elections in 2024.
 - Provide your doctors and Pharmacy with your new ID card after 1/1/2024.
 - If you do not receive your ID card by January 15th, please notify HR @ benefits@noahhelps.org
 - You can still utilize your benefits without your new ID card but may need additional information before picking up a prescription – contact HR @ benefits@noahhelps.org
 - Visit www.myameriben.com or call 855.961.5370 to obtain a new ID card or obtain information for your upcoming visit.

Pharmacy - Navitus

- ✓ **Fill your current prescriptions prior to 1/1/2024** to ensure any potential delays or disruption on 1/1/2024 do not impact your medications.
- ✓ Watch for communications from DisclosedRx regarding **Tier changes, Prior Authorizations and Step Therapy** requirements. Approvals are often only granted for 12 months and may need to be renewed. You can proactively reach out to Navitus to check on the status on your medications. Their contact information may be found on the back of your ID card or in your Employee Benefits Guide.
- ✓ NOAH Pharmacy is open at our Cholla location to fill prescriptions.

Life Insurance - UNUM

- ✓ **If you applied for an amount over the Guarantee Issue or increased your election over the amount of Voluntary Life insurance you had in 2023** for yourself or your Spouse/Domestic Partner you may need to complete an Evidence of Insurability (EOI) form
 - Once your EOI form has been submitted to UNUM, they will review for approval of any amounts over the guaranteed issue.
 - Once your approval is received, payroll deductions will be updated to reflect the amount approved by UNUM.
 - **If you do not complete an EOI form, you will not be insured for the new amount you applied for.**
- ✓ If you are not “actively at work”, meaning you are out of work due to an approved leave or time off, please contact HR about your Life Insurance Benefits



Flexible Spending Account (F.S.A.)

- ✓ **Check your 2023 Balance** and spend down your FSA's! Only \$610 may roll over from your 2023 account to 2024 – all other dollars left will be forfeit! – www.FSAStore.com is a great resource to help spend down your account.
 - Submit your receipts to HealthEquity to reimburse yourself from your FSA.
 - Receipts and reimbursement requests for claims **incurred in 2023** must be submitted to HealthEquity no later than March 30th, 2024.

Health Savings Account (H.S.A)

- ✓ **If enrolling for the first time in the H.S.A. enrollees should watch for correspondence from HealthEquity.**
 - You may be required to provide additional information to open your Health Savings Account
 - Funds cannot be deposited via payroll deduction to your account until the account is verified and opened by HealthEquity. Claims are only eligible after the account is opened.
 - www.HSAstore.com is a great way to find eligible expenses.
- ✓ **If you over contributed in 2023, you must take steps to correct this before the end of the calendar year!**
 - These are your individual savings accounts and cannot be corrected by NOAH.
 - To correct these amounts log into your HealthEquity Account

Please note: The USA PATRIOT Act requires HealthEquity to verify the identity of each HealthEquity member.

In order for HealthEquity to complete this process and fully open the account(s), employees will need to provide a **clear and legible copy** of the following:

- Photocopy of a valid photo identification card showing residence (driver's license, passport, state or government-issued photo ID).
- Photocopy of their Social Security card or W2, showing their complete SSN.
- If their photo identification card does not list their current address, a photocopy of a utility bill with their name and current address.

Employees may fax the documentation to HealthEquity's secure efax, Attn: Info verification, 520.844.1184 or mail it to: HealthEquity 15 W Scenic Pointe Drive, Suite 100 Draper, UT 84020 Attn: Info verification.

Dental – Delta Dental of AZ

- ✓ If you enrolled for the first time or changed your plan you will receive **Two new ID cards** with Employee name (Dependents names will not be included on card)
 - Provide new cards to dentists.
 - Try to avoid making an appointment with your dentist until you receive your ID cards.
 - If you do not receive your ID card by January 15th, please reach out to HR.

Vision – VSP

- ✓ No ID cards – Just provide your provider with your Identification and they can look you up.
 - Go to www.vsp.com to look up in-network providers.