MEMORANDUM

DATE: September 2017

TO: Pastors, Principals and Administrators

FROM: Michigan Catholic Conference Employee Benefits Team

RE: New Hire / Newly Eligible Employee Enrollment Guide

When a new employee is hired and is eligible for any one of the Michigan Catholic Conference’s group health plans, or when an existing employee first becomes eligible (possibly due to an increase in hours), that employee is required to receive a number of notices. This requirement is imposed under Federal law. Therefore, Michigan Catholic Conference has developed an “Employee Enrollment Guide” to be provided to each employee eligible for MCC group health plan benefits or to existing employees when they first become eligible.

The Employee Enrollment Guide includes:
• Group Health Plan Benefit Summaries (BCBSM/Express Scripts/Delta Dental)
• Flexible Benefit Plan Enrollment Information
• Women’s Health and Cancer Rights Act Notice
• Newborns’ and Mothers’ Health Protection Act Notice
• Procedure for Obtaining Certificate of Credible Coverage
• Notice of Special Enrollment Rights • Joint Notice of Privacy Practices
• Uses and Disclosure of Protected Health Information
• PPACA Claims and Appeals Procedures for Group Health Plan

This Employee Enrollment Guide must be provided to all employees when they first become eligible, even if they do not ultimately enroll in group health plan benefits. Please be sure each eligible employee receives the Enrollment Guide. If the employee is enrolling in benefits, please remember they must call MCC to enroll within the first 30 days of eligibility. To view or print a copy of the Enrollment Guide, click here. Please call or email the Michigan Catholic Conference Employee Benefits Department at 1-800-395-5565 or Benefits@MICatholic.org with any questions you may have.

Thank you.