



## POSITION STATUS CHANGE CHECKLIST: PD PART-TIME ->FULL-TIME EMPLOYEE

Congratulations on your change in status with the Town of West Seneca! Your appointment is pending Town Board approval and meeting required contingencies with the Town of West Seneca.

As part of your transition from part-time to full-time status, we will need you to complete ALL REQUIRED DOCUMENTS in the change status packet.

Below is a list of the documents included in the change status packet. **ALL ARE REQUIRED** unless otherwise noted as optional. Please review your packet before submitting to Human Resources. Use the Document List below to check for completed form. Also, return the paperwork in the order of the Document List below.

| DOCUMENT NAME                                 | CHECK WHEN COMPLETED           |
|---|--------------------------------|
| ECO CHANGE FORM                               | _____                          |
| PFRS APPLICATION                              | _____                          |
| HIGHMARK OF WNY ENROLLMENT FORM<br>(HEALTH)** | _____                          |
| NYSDCP ENROLLMENT FORM (OPTIONAL)             | Provided by HR<br>upon Request |

**\*\* If you will not be enrolling in health care coverage, you will need to complete the Waiver of Benefits on the Highmark of WNY Enrollment Form.**

For your records:

POS201 & TRA901 BENEFIT PLAN INFORMATION

Upon completion of all required documents, your change status packet will be submitted to the Finance Department for set up in the payroll system. Please be aware that incomplete paperwork may delay your effective date.

If you have any questions, please feel free to reach out to me via email at [lscibetta@ebchcm.com](mailto:lscibetta@ebchcm.com) or phone at (716) 482-7582. I look forward to working together to support the Town of West Seneca.

Lisa Scibetta

HR Advisor to the Town of West Seneca

## Employee Change Form Information

For Supplementary Payroll Certification Report of Personnel Change to Erie County

Effective Date:

| Employee Data           |  |                          |              |
|-------------------------|--|--------------------------|--------------|
| Social Security Number: |  | Retirement Number:       |              |
| Name (Last, First):     |  | Veteran Exemption (Y/N): |              |
| Street Address:         |  | Dates of Service:        | From:<br>To: |
| City/Town:              |  | Volunteer Firemen: (Y/N) |              |
| Zip Code:               |  | Dates of Service:        | From:<br>To: |

| Title – Classification – Salary Information                  |                 |                                |                 |
|--|-----------------|--------------------------------|-----------------|
| Are you currently employed by the Town of West Seneca? (Y/N) |                 |                                |                 |
| If “yes”, complete below. If “no”, leave blank:              |                 | Must be completed:             |                 |
| Current Title:   |                 | New Title:                     |                 |
| Current Salary:  |                 | New Salary:                    |                 |
| Type (Check One):  | Meeting         | Type (Check One):              | Meeting         |
|  | Daily           |                                | Daily           |
|  | Hourly          |                                | Hourly          |
|  | Weekly          |                                | Weekly          |
|  | BiWeekly        |                                | BiWeekly        |
|  | Quarterly       |                                | Quarterly       |
|  | Annually        |                                | Annually        |
| Classification:<br>(Check One)                               | Competitive     | Classification:<br>(Check One) | Competitive     |
|  | Non-Competitive |                                | Non-Competitive |
|  | Labor           |                                | Labor           |
|  | Exempt          |                                | Exempt          |
|  | Unclassified    |                                | Unclassified    |

| Employee Type – For Temporary Appointment, WRITE IN END DATE |  |  |                                |  |  |
|--|--|--|--------------------------------|--|--|
| Full Time Permanent  |  |  | Part Time Temporary Seasonal   |  |  |
| Full Time Provisional  |  |  | Regular Part Time Permanent    |  |  |
| Full Time Temporary  |  |  | Regular Part Time Temporary    |  |  |
| Part Time Regular Permanent                                  |  |  | Full Time Contingent Permanent |  |  |
| Part Time Temporary  |  |  | Part Time Provisional          |  |  |
| Part Time Permanent  |  |  | Regular Part Time Provisional  |  |  |



New York State and Local Retirement System

110 State Street, Albany, New York 12244-0001

Fax Number: (518)486-4382

For questions concerning Member

Enrollment call: (518) 474-3081

NYSLRS ID

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Received Date

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

# Police and Fire Membership Registration

PF 5022

(Rev. 11/22)

| Plan | Tier | Rate | Date of Membership (mm/dd/yyyy) |  |  |
|------|------|------|---------------------------------|--|--|
|      |      |      |                                 |  |  |

Social Security Number \*

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Registration Number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**Part 1: Employee – Read information provided on page 2.**

|   |            |                                   |              |  |
|---|------------|-----------------------------------|--------------|--|
| <b>Employee's Last Name:</b>  |            | <b>First Name:</b>                |              | <b>Middle Initial:</b>   |
| <b>Employee's Address:</b>  | <b>Apt</b> | <b>City</b>                       | <b>State</b> | <b>Zip Code</b>  |
| <b>Former Name:</b> (if applicable)   |            | <b>Date of Birth</b> (mm/dd/yyyy) |              | <b>Sex</b>   |
|   |            |                                   |              | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X |
| <b>Are you receiving or about to receive a pension from a New York State or New York City public retirement system?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please indicate name of system: _____ |            |                                   |              |  |
| <b>Are you inactive or withdrawn from a New York State or New York City public retirement system?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please indicate name of system: _____                   |            |                                   |              |  |
| (NYS Teachers', NYS Employees', NYS Police and Fire, NYC Police Pension Fund, NYC Fire Pension Fund, NYC Board of Education, NYC Teachers', NYC Employees')   |            |                                   |              |  |

**Part 2: Employer – See page 2 for additional information and instructions regarding the completion of this form.**

|                            |     |      |   |  |                      |                               |  |  |  |  |                                    |  |
|----------------------------|-----|------|---|--|----------------------|-------------------------------|--|--|--|--|------------------------------------|--|
| <b>Employer's Name:</b>    |     |      |   |  |                      | <b>Employer's Telephone:</b>  |  |  |  |  |                                    |  |
| <b>Employer's Address:</b> |     |      |   |  |                      | <b>Employer's Fax Number:</b> |  |  |  |  |                                    |  |
| <b>Job Code [1]</b>        |     |      | <b>Employee Classification</b>  |  |                      |                               |  |  | <input type="checkbox"/> Regular [2]           |  | <input type="checkbox"/> Full Time |  |
|                            |     |      | <input type="checkbox"/> 12 Month <input type="checkbox"/> 12 Month Provisional <input type="checkbox"/> Seasonal |  |                      |                               |  |  | <input type="checkbox"/> Temporary             |  | <input type="checkbox"/> Part Time |  |
| <b>Hire Date [3]</b>       |     |      | <b>Standard Workday [4]</b>   |  | <b>Location Code</b> |                               |  |  | <b>For State Agency Use Only – Agency Code</b> |  |                                    |  |
| Month                      | Day | Year |   |  |                      |                               |  |  |  |  |                                    |  |
|                            |     |      |   |  |                      |                               |  |  |  |  |                                    |  |

**Frequency of Payment**

|                                 |                                    |  |                                  |                                    |   |                                   |  |
|---------------------------------|------------------------------------|--|----------------------------------|------------------------------------|---|-----------------------------------|--|
| <input type="checkbox"/> Weekly | <input type="checkbox"/> Bi-Weekly | <input type="checkbox"/> Semi- Monthly | <input type="checkbox"/> Monthly | <input type="checkbox"/> Quarterly | <input type="checkbox"/> Semi- Annually | <input type="checkbox"/> Annually | <input type="checkbox"/> Other- Please Specify _____ |
|---------------------------------|------------------------------------|--|----------------------------------|------------------------------------|---|-----------------------------------|--|

**Projected Annualized Wage [5]**

|  |
|--|
|  |
|--|

Tier 6 requires employers to determine the Annualized Wage for individuals who work part-time, seasonal or on an hourly, daily, or unit of work basis. We ask that you use this calculation for all other tiers as well. See Page 2 for examples.

## Part 1-Employee Instructions

**Warning:** If you are receiving or are about to receive a pension from another New York State or New York City public retirement system, contact us directly before enrolling in NYSLRS. Enrollment may result in suspension of your pension benefit. NYSLRS retirees should contact us directly before enrollment to discuss working after retirement and possible restoration of membership.

### Membership Information:

- If you are currently an active or vested member of any other public retirement system in New York State, you should contact that system concerning the advantages of transferring your membership to this System. Failure to contact that system could cause loss of the privilege of transferring membership and may affect contribution cessation dates.
- **If you were previously a member of any public retirement system in New York State, and your membership was terminated or withdrawn, you may be eligible for a reinstatement of that membership. It is highly recommended that if you have a prior Tier 1 or 2 membership in any New York public retirement system that you complete the Tier Reinstatement application, RS5506 and include it with your membership registration application.**
- You may also be eligible to receive credit for public service earned with a participating employer before your current date of membership. This additional service may impact your future benefits.
- You are covered by the Death Benefit allowed by law for your tier and plan status. If you have not already done so, complete an RS5127 Designation of Beneficiary with Contingent Beneficiaries form to designate beneficiary(ies) to receive an Ordinary Death Benefit. If there is no RS5127 Designation of Beneficiary with Contingent Beneficiaries on file with this System, your Ordinary Death Benefit will become payable to your estate.

## Part 2 – Employer Instructions

### Field Explanation and information:

- [1] Job Code – As the employer you will need to reference our job code list at [www.osc.state.ny.us/retire/retirement\\_online/job-codes.php](http://www.osc.state.ny.us/retire/retirement_online/job-codes.php) to determine which job code is applicable to the employee's job title.
- [2] Regular is the same as Permanent or Probationary. Temporary is anything other than Regular
- [3] Hire Date – When enrolling someone through Employer Retirement Online, you **must** populate the Hire Date field and the Date of Full-Time Permanent Appointment field with the same date. This date **must** be the Hire Date in order to establish the correct Date of Membership.
- [4] Standard Workday – A standard workday (hrs/day) applies to all tiers. The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily the number of hours the person actually works. For example, if a bus driver works four hours a day, you must establish a standard workday between six and eight hours as the denominator for their days worked calculation. When entering the information on Employer Retirement Online, you will need to select "Daily" for the work period and then enter the standard workday in the standard hours field.
- [5] Projected Annualized Wage – Examples of Tier 6 annual wage for individuals paid at an Hourly, Daily or Unit of Work basis of compensation.

|   |  |
|---|--|
| <b>Hourly Employees</b><br>12 month Employee: \$ _____ X _____ X 260 = \$ _____<br>Hourly Standard Days Annual<br>Rate Workday Worked Wage<br><br>10 month Employee: \$ _____ X _____ X 180 = \$ _____<br>Hourly Standard Days Annual<br>Rate Workday Worked Wage | <b>Daily Employees</b><br>12 month Employee: \$ _____ X 260 = \$ _____<br>Daily Days Annual<br>Rate Worked Wage<br><br>10 month Employee: \$ _____ X 180 = \$ _____<br>Daily Days Annual<br>Rate Worked Wage |
| <b>Unit of Work Employees</b><br>\$ _____ X _____ = _____<br>Unit Rate # of Events** Annual Wage<br><br>**Estimated or Actual   | <b>Unit of Work Employee Example: Paid \$50 per Meeting</b><br>\$ 50 X 12 Meetings = \$600<br>Unit Rate # of Events*** Annual Wage<br><br>***An estimate of the number of events is acceptable               |

**Note:** Any questions regarding annualized wage, please contact the Retirement System.

### \*Social Security Disclosure Requirement

In accordance with the Federal Privacy Act of 1974, you are hereby advised that disclosure of your Social Security account number is mandatory pursuant to Sections 11, and 34 of the Retirement and Social Security Law. The number will be used in identifying retirement records and in the administration of the Retirement System.

### Personal Privacy Protection Law

The Retirement System is required by law to maintain records to determine eligibility for and calculate benefits. Failure to provide information may interfere with the timely payment of benefits. The System may be required to provide certain information to participating employers. The official responsible for record maintenance is the Director of Member and Employer Services, NYS and Local Retirement System, Albany, NY 12244; call toll-free at 1-866-805-0990 or 518-474-7736 in the Albany Area.



FINANCE DEPARTMENT

## TOWN OF WEST SENECA

**TOWN SUPERVISOR**  
GARY A. DICKSON

**TOWN COUNCIL**  
WILLIAM BAUER  
JOSEPH J. CANTAFIO  
WILLIAM P. HANLEY JR.  
JEFF PIEKAREC

***Congratulations on your appointment with the Town of West Seneca!***

As a full-time employee of the Town of West Seneca, you are eligible to receive the following health, dental and vision benefits. If you wish to enroll in any of the following benefits, complete the attached associated applications and remit them to the Finance Department as soon as possible.

***Health Insurance Benefits***

The Town of West Seneca currently utilizes Highmark of Western New York through the Labor Management Health Fund (LMHF) for its health insurance benefits and Pharmacy Benefits Dimensions for prescription coverage. The following is the pricing for the health benefits you are eligible for. A summary of the associated plans and enrollment application is attached for your convenience.

| Plan                         | BCBS POS201 |          | BCBS TRA901 |          | BCBS POS226D (GOLD) |        |
|------------------------------|-------------|----------|-------------|----------|---------------------|--------|
|                              | Single      | Family   | Single      | Family   | Single              | Family |
| Biweekly Contribution (2023) | \$ 38.46    | \$ 76.92 | \$ 38.46    | \$ 76.92 | \$ -                | \$ -   |

***Dental/Vision Insurance Benefits***

The Town of West Seneca currently utilizes CSEA Employee Benefit Fund for its dental and vision insurance benefits. You are eligible for dental and vision benefits at no cost to you. A summary of the associated plans and enrollment application is attached for your convenience.

For questions regarding health, dental and vision benefits, please contact Alissa Straus, Director of Finance at 716-558-3208 or [astraus@twсны.org](mailto:astraus@twсны.org).



## ENROLLMENT/WAIVER FORM

COMPLETE THIS APPLICATION IN ITS ENTIRETY  
IN **BLUE** OR **BLACK** INK.  
DO NOT USE PENCIL OR HIGHLIGHTER.

- ☐ **ENROLLING**  
(Complete sections I, II, IV, and V)
- ☐ **WAIVING**  
(Complete sections I and III)

### I EMPLOYEE/CONTRACT HOLDER INFORMATION (Must be completed for both enrollees and waivers)

|  |  |   |  |                  |
|--|--|---|--|------------------|
| Effective Date   | Employer/Group Name                              |   | Group Number   | Payroll Location |
| First Name   | MI   | Last Name   | Social Security Number (If no SS#, write N/A)  |                  |
| Address  |  |   |  |                  |
| City   | State  | Zip   | County   | Home/Cell Phone  |
| Marital Status (Please check one):<br><input type="checkbox"/> Single/Widowed<br><input type="checkbox"/> Married<br><input type="checkbox"/> Divorced |  | Enrollment Status<br><input type="checkbox"/> Active Employee<br><input type="checkbox"/> Rehired Employee<br><input type="checkbox"/> Retiree<br><input type="checkbox"/> HIPAA Life Event   |  |                  |
| Full-Time Hire (or Rehire) Date (Month/Day/Year)<br>____/____/____   |  | Life Event<br><input type="checkbox"/> COBRA Continuant Start Date ____/____/____<br><input type="checkbox"/> Divorce<br><input type="checkbox"/> Death of Spouse<br><input type="checkbox"/> Loss of Student Status<br><input type="checkbox"/> Dependent reached max age<br><input type="checkbox"/> Left employ/retirement<br><input type="checkbox"/> Add Dependent |  |                  |
| Gender<br><input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U   | Date of Birth (Month/Day/Year)<br>____/____/____ | Age   | Product Selection(s)<br><input type="checkbox"/> Medical Product Name: _____ <input type="checkbox"/> Vision <input type="checkbox"/> Dental |                  |
| Full Name of Physician of Record (POR) Group Practice  |  | POR Number from Provider Directory  | Are you an Established Patient?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |                  |

### II DEPENDENT INFORMATION (If enrolling more than four dependents, please attach a separate sheet.)

#### SPOUSE/DOMESTIC PARTNER

|   |    |  |  |     |
|---|----|--|--|-----|
| First Name  | MI | Last Name  | Relationship to You?<br><input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <sup>†</sup> |     |
| Social Security Number (If no SS#, write N/A)   |    | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U       | Date of Birth (Month/Day/Year)<br>____/____/____   | Age |
| Product Selection(s):<br><input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental |    | Full Name of Physician of Record (POR) Group Practice  |  |     |
| POR Number from Provider Directory  |    | Is Spouse/DP an Established Patient?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  |     |

<sup>†</sup> If your employer offers Domestic Partner coverage, please attach a Domestic Partner Affidavit and supporting documents to this application.

#### DEPENDENT CHILD

|   |    |   |  |     |
|---|----|---|--|-----|
| First Name  | MI | Last Name   | Relationship to You? <input type="checkbox"/> Child<br><input type="checkbox"/> Step-child <input type="checkbox"/> Adopted* <input type="checkbox"/> Other* |     |
| Social Security Number (If no SS#, write N/A)   |    | Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female                                   | Date of Birth (Month/Day/Year)<br>____/____/____   | Age |
| Product Selection(s):<br><input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental |    | Dependent Status if Age 26 or Older<br><input type="checkbox"/> Disabled <input type="checkbox"/> Act 4** |  |     |
| Full Name of Physician of Record (POR) Group Practice   |    | POR Number from Provider Directory  | Is Child an Established Patient?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |     |

\*If enrolling an adopted child or a child that has been legally placed in your care, please attach a copy of the custodial/legal papers to support dependent eligibility.





| DEPENDENT CHILD   |    |  |  |     |
|---|----|--|--|-----|
| First Name  | MI | Last Name  | Relationship to You? <input type="checkbox"/> Child<br><input type="checkbox"/> Step-child <input type="checkbox"/> Adopted* <input type="checkbox"/> Other* |     |
| Social Security Number (If no SS#, write N/A)   |    | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U | Date of Birth (Month/Day/Year)<br>/ /  | Age |
| Product Selection(s):<br><input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental |    |  | Dependent Status if Age 26 or Older<br><input type="checkbox"/> Disabled <input type="checkbox"/> Act 4**  |     |
| Full Name of Physician of Record (POR) Group Practice   |    | POR Number from Provider Directory   | Is Child an Established Patient?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |     |

| DEPENDENT CHILD   |    |  |  |     |
|---|----|--|--|-----|
| First Name  | MI | Last Name  | Relationship to You? <input type="checkbox"/> Child<br><input type="checkbox"/> Step-child <input type="checkbox"/> Adopted* <input type="checkbox"/> Other* |     |
| Social Security Number (If no SS#, write N/A)   |    | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U | Date of Birth (Month/Day/Year)<br>/ /  | Age |
| Product Selection(s):<br><input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental |    |  | Dependent Status if Age 26 or Older<br><input type="checkbox"/> Disabled <input type="checkbox"/> Other  |     |
| Full Name of Physician of Record (POR) Group Practice   |    | POR Number from Provider Directory   | Is Child an Established Patient?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |     |

\*If enrolling an adopted child or a child that has been legally placed in your care, please attach a copy of the custodial/legal papers to support dependent eligibility.

**III WAIVER OF COVERAGE (Complete this section ONLY if you are declining coverage(s) offered to you AND/OR your family members.)**

| MEDICAL   |  |
|---|--|
| <b>I HEREBY DECLINE MEDICAL COVERAGE:</b><br><input type="checkbox"/> For myself<br><input type="checkbox"/> For family members <b>ONLY</b> :<br><input type="checkbox"/> For myself and <b>ALL</b> family members<br><input type="checkbox"/> For the following family members:<br>_____ | <b>REASON FOR DECLINING MEDICAL COVERAGE:</b><br><input type="checkbox"/> Insured under spouse<br><input type="checkbox"/> Other<br>_____  |
| VISION  | DENTAL   |
| <b>I HEREBY DECLINE VISION COVERAGE:</b><br><input type="checkbox"/> For myself<br><input type="checkbox"/> For family members <b>ONLY</b><br><input type="checkbox"/> For myself and <b>ALL</b> family members<br><input type="checkbox"/> For the following family members:<br>_____    | <b>I HEREBY DECLINE DENTAL COVERAGE:</b><br><input type="checkbox"/> For myself<br><input type="checkbox"/> For family members <b>ONLY</b><br><input type="checkbox"/> For myself and <b>ALL</b> family members<br><input type="checkbox"/> For the following family members:<br>_____ |

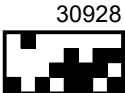
I hereby acknowledge that I have been given the opportunity to participate in the group insurance plan provided by my employer and that I have declined coverage formyself and/ormy dependents as noted above. If I and/or any of my eligible dependents desire to apply for this insurance at a later date, I may be required to wait until my group’s renewal or until a special enrollment (described below) occurs before coverage will be offered.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed fivethousand dollars and the stated value of the claim for each such violation.

Employee/Contract Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

**ONLY SIGN IF YOU ARE WAIVING COVERAGE**

**Special Enrollment Rights:**  
If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may in the future be able to enroll yourself and your dependents in this plan, provided that you request enrollment within 30 days after you and your dependent’s other coverage ends, or not later than 60 days if the other plan coverage was through Medicaid or a state Children’s Health Insurance Program (CHIP). In addition, if you have a new eligible dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your eligible dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption or placement for adoption. To request special enrollment or obtain more information, contact your employer or call the toll-free Highmark Member Service number: 1-800-241-5704 (TTY/TDD: Dial 711).



## IV OTHER HEALTH INSURANCE COVERAGE

### Other Group or Non-Group Health Insurance Coverage

|                                   |                              |                       |  |
|-----------------------------------|------------------------------|-----------------------|--|
| Name of Insurance Carrier         | Group Number                 | Effective Date<br>/ / | Name of Policyholder   |
| Policyholder Date of Birth<br>/ / | Relationship to Policyholder | Policy Number         | Policyholder Employment Status<br><input type="checkbox"/> Active <input type="checkbox"/> Retired Date of Retirement: / / |

### Medicare Coverage (Please list any family member that is eligible for Medicare Benefits)

| Name of Subscriber or Dependent | Health Insurance Claim Number | Effective Dates   |                  |                       | Check (✓) Reason For Medicare Coverage |            |                         | Medicare Supplement or Complement?                       |
|---------------------------------|-------------------------------|-------------------|------------------|-----------------------|--|------------|-------------------------|--|
|                                 |                               | Hospital (Part A) | Medical (Part B) | Prescription (Part D) | Age                                    | Disability | End Stage Renal Disease |  |
|                                 |                               |                   |                  |                       |  |            |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                 |                               |                   |                  |                       |  |            |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                 |                               |                   |                  |                       |  |            |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## V IMPORTANT: AUTHORIZED SIGNATURE REQUIRED

I understand that this form enrolls those eligible persons listed above in the Products as described in the agreement between Highmark and my employer. I authorize any payroll deductions required for the coverage and recognize that I must formally enroll my dependents on this form or they will not be covered.

To the best of my knowledge and belief, the information provided on this application is true and correct.

I acknowledge and agree that any personally identifiable health information about me or my enrolled dependents ("Protected Health Information") is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other privacy laws, and that, in accordance with those laws, Highmark may use and disclose Protected Health Information for payment, treatment and health care operations as described in its Notice of Privacy Practices. I understand that a copy of the Highmark Notice of Privacy Practices is available on the Highmark Web site, or from the Highmark Privacy Office.

**Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.**

Print Employee/Contract Holder Name

Print Employer/Group Name

Employee/Contract Holder Signature

Date

**For New Group Business:** Please send all new business materials (Small Group Business Application, Enrollment/Waiver Forms and all supporting documentation) to the appropriate Highmark Small Group Sales Contact.

**For Ongoing Enrollment:** If adding new employees/contract holders/or dependents to an existing group, please fax/send Enrollment/Waiver Forms to one of the following addresses:

Fax (833) 619-5746

enrollmentandbillinghighmarkny@highmark.com

Membership Department  
P.O. Box 4208  
Buffalo, NY 14240-4208

Insurance or benefit administration may be provided by Highmark Blue Cross Blue Shield, Highmark Choice Company, Highmark Coverage Advantage or Highmark Health Insurance Company, all of which are independent licensees of the Blue Cross and Blue Shield Association.

## Notice of Nondiscrimination

The plan complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The plan does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The plan provides:

- Free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other)
- Free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, please call the customer service number on the back of your member ID card or contact the Civil Rights Coordinator.

If you believe that the plan has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Civil Rights Coordinator, PO Box 22492, Pittsburgh, PA 15222, Phone: 1-866-286-8295 (TTY 711), Fax: 1-412-544-2475, email: [CivilRightsCoordinator@highmarkhealth.org](mailto:CivilRightsCoordinator@highmarkhealth.org)

You can file a grievance in person or by mail, fax, or email. You can also file a civil rights complaint with the US Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf> or by mail or phone at US Department of Health and Human Services, 200 Independence Avenue SW, Room 509F, HHH Building, Washington, DC 20201, 1-800-368-1019, 1-800-537-7697 (TDD).

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>

**For assistance in English, call the customer service number listed on your member ID card.**

Para obtener asistencia en español, llame al servicio de atención al cliente al número que aparece en su tarjeta de identificación.

請撥打您 ID 卡上的客服號碼以尋求中文協助。

Обратитесь по номеру телефона обслуживания клиентов, указанному на Вашей идентификационной карточке, для помощи на русском языке.

פאר הילף אין אידיש, רופט די קאסטומער סערוויס אויפן נומער וואס שטייט אויף אייער ID קארטל.

বাংলায় সহায়তার জন্য, আপনার আইডি কার্ডে অলকাত্ত নম্বর রেতা পররোবায় কল করুন।

한국어로 도움을 받고 싶으시면 ID 카드에 있는 고객 서비스 전화번호로 문의해 주십시오.

Aby uzyskać pomoc w języku polskim, należy zadzwonić do działu obsługi klienta pod numer podany na identyfikatorze.

اردو میں مدد کے لیے، کسٹمر سروس آپ کے شناختی کارڈ پر درج کردہ نمبر پر کال کریں

Pour une assistance en français, composez le numéro de téléphone du service à la clientèle figurant sur votre carte d'identification.

اردو زبان میں مدد کے لیے، کسٹمر سروس کو اپنے آئی ڈی کارڈ پر درج نمبر پر کال کریں۔

Para sa tulong sa Tagalog, tumawag sa numero ng serbisyo sa customer na nasa inyong ID card.

Για βοήθεια στα ελληνικά, καλέστε το τμήμα εξυπηρέτησης πελατών στον αριθμό που αναφέρεται στην ταυτότητά σας.

Për ndihmë në gjuhën shqipe, merrni në telefon shërbimin klientor në numrin e renditur në kartën tuaj të identitetit.

Rele nimewo sèvis kliyantèl ki nan kat ID ou pou jwenn èd nan Kreyòl Ayisyen.

Per assistenza in italiano chiamate il numero del servizio clienti riportato nella vostra scheda identificativa.

**Labor-Management Healthcare Coalition <sup>TM</sup>**

**Town of West Seneca**

**Summary of Benefits**

**Traditional Blue POS 201/201Plus**

| <b>Deductibles/Maximums</b>                                   | <b>POS 201</b>   | <b>POS 201 Plus</b> |
|---|--|---------------------|
| In-network deductible   | N/A  |                     |
| In-network co-insurance                                       | N/A  |                     |
| Medical in-network out-of-pocket maximum                      | \$5,125/\$10,250   |                     |
| Pharmacy in-network out-of-pocket maximum                     | \$1,725/\$3,450  |                     |
| Out-of-network deductible                                     | \$250/\$500  |                     |
| Out-of-network coinsurance                                    | 20%  |                     |
| Out-of-network out-of-pocket maximum                          | \$2,000/\$4,000  |                     |
| Annual maximum  | Unlimited  |                     |
| Lifetime maximum  | Unlimited  |                     |
| Benefit administration  | Calendar year  |                     |
| Dependent age   | 26   |                     |
| Student age   | 26   |                     |
| Dependent/Student coverage ends                               | End of birth month   |                     |
| Domestic partner  | No Coverage for domestic partner                           |                     |
| <b>Prescription Drug</b>                                      | <b>POS 201</b>   | <b>POS 201 Plus</b> |
| Prescription copay  | \$1/\$10/\$25  |                     |
| Mail order copay per 90-day supply                            | 1copay   |                     |
| Option 90 - 90 day supply at retail                           | 2.5 copays   |                     |
| <b>Physician Services - Office</b>                            | <b>POS 201</b>   | <b>POS 201 Plus</b> |
| Primary care physician copay                                  | \$5  | \$0 or \$5          |
| Specialist copay  | \$10   | \$15 or \$10        |
| Pediatric visits for children up to age 19                    | Covered in full  |                     |
| Well child visits and immunizations for children up to age 19 | Covered in full  |                     |
| Allergy immunotherapy   | \$10   | \$15 or \$10        |
| Chiropractic  | \$5  | \$5                 |
| Laboratory services   | Covered in full  |                     |
| Radiology (X-ray, MRI, CT and other high-tech imaging)        | Covered in full  |                     |
| Pre and post natal care                                       | Covered in full after initial primary care physician copay |                     |
| <b>Physician Services - Preventive</b>                        | <b>POS 201</b>   | <b>POS 201 Plus</b> |
| Abdominal aortic aneurysm screening                           | Covered in full  |                     |
| Adult immunizations (flu vaccinations covered in full)        | Covered in full  |                     |
| Bone mineral density screening                                | Covered in full  |                     |
| Routine colorectal cancer screening                           | Covered in full  |                     |
| Routine mammogram   | Covered in full  |                     |
| Routine OB/GYN  | Covered in full  |                     |
| Routine pap smear   | Covered in full  |                     |
| Routine physical exam   | Covered in full  |                     |
| PSA test  | Covered in full  |                     |
| Routine eye exam  | Covered in full  |                     |

**Labor-Management Healthcare Coalition <sup>TM</sup>**

**Town of West Seneca**

**Summary of Benefits**

**Traditional Blue POS 201/201Plus**

| <b>Hospital</b>   | <b>POS 201</b>                  | <b>POS 201 Plus</b> |
|---|---------------------------------|---------------------|
| Inpatient hospital stay   | Covered in full                 |                     |
| Inpatient maternity stay  | Covered in full                 |                     |
| Outpatient surgery  | \$10                            | \$15 or \$10        |
| <b>Emergency Hospital Care</b>                                      | <b>POS 201</b>                  | <b>POS 201 Plus</b> |
| Emergency room (copay waived if admitted to hospital)               | \$35                            |                     |
| Ambulance - ground  | Covered in full                 |                     |
| Ambulance - air   | Covered in full                 |                     |
| Urgent care centers   | \$5                             | \$0 or \$5          |
| <b>Mental Health and Substance Abuse</b>                            | <b>POS 201</b>                  | <b>POS 201 Plus</b> |
| Inpatient mental health   | Covered in full                 |                     |
| Outpatient mental health  | Covered in full                 |                     |
| Inpatient alcohol & substance abuse detoxification                  | Covered in full                 |                     |
| Inpatient alcohol & substance abuse rehabilitation                  | Covered in full                 |                     |
| Outpatient alcohol & substance abuse                                | Covered in full                 |                     |
| <b>Other Services</b>   | <b>POS 201</b>                  | <b>POS 201 Plus</b> |
| Cardiac rehabilitation (24 visits within 12 weeks of acute episode) | \$10                            | \$15 or \$10        |
| Chemotherapy  | \$10                            | \$15 or \$10        |
| Dialysis  | \$10                            | \$15 or \$10        |
| Durable medical equipment   | 20% copay                       |                     |
| Home care   | \$10                            | \$15 or \$10        |
| Hospice   | 210 days, Covered in full       |                     |
| Physical, speech and occupational therapy (30 visits)               | \$10                            | \$15 or \$10        |
| Prosthetic and orthotic appliances                                  | 20% copay                       |                     |
| Radiation therapy   | \$10                            | \$15 or \$10        |
| Skilled nursing facility  | Unlimited days, Covered in full |                     |
| Lasik Eye Surgery (up to \$400 each eye)                            | 50% copay                       | 50% copay           |
| <b>Wellness Benefit</b>   | <b>POS 201</b>                  | <b>POS 201 Plus</b> |
| Wellness Card   | \$250                           |                     |

revised 1/1/2016 (0001, 0003, 0004, 0002, 0005, 0006)

**\*\*This is a summary of covered benefits and exclusions and is not intended as an actual contract or group plan. It does not detail all benefits, limitations and exclusions that may apply.**

# Labor-Management Healthcare Coalition <sup>TM</sup>

## Town of West Seneca - PBA

### Summary of Benefits

#### Traditional 901 with Major Medical

| Deductibles/Maximums  |   |
|---|---|
| Major medical deductible                                      | \$50/\$100  |
| Major medical co-insurance                                    | 20%   |
| Major medical out-of-pocket maximum (exculding deductible)    | \$500/ \$1,000  |
| Pharmacy out-of-pocket maximum                                | \$6,250/\$12,500  |
| Out-of-network deductible                                     | N/A   |
| Out-of-network co-insurance                                   | N/A   |
| Out-of-network out of pocket maximum                          | N/A   |
| Annual maximum  | Unlimited   |
| Lifetime maximum  | Unlimited   |
| Benefit administration  | Calendar year   |
| Dependent age   | 26  |
| Student age   | 26  |
| Dependent/Student coverage ends                               | End of birth month  |
| Domestic partner  | No Coverage for domestic partner                                      |
| Prescription Drug   |   |
| Prescription copay  | Covered under major medical   |
| Medical Services  |   |
| Primary care physician copay                                  | Covered under major medical   |
| Specialist copay  | Covered under major medical   |
| Pediatric visits for children up to age 19                    | Covered under major medical   |
| Well child visits and immunizations for children up to age 19 | Covered in full   |
| Allergy immunotherapy   | Covered under major medical   |
| Chiropractic  | Covered under major medical   |
| Laboratory services   | Covered in full for the first \$100, then covered under major medical |
| Radiology (x-ray, MRI, CT & other high tech imaging)          | Covered in full   |
| Pre & post natal care   | Covered in full   |
| Physician Services - Preventive                               |   |
| Abdominal aortic aneurysm screening                           | Covered in full   |
| Adult immunizations (flu vaccinations covered in full)        | Covered in full   |
| Bone mineral density screening                                | Covered in full   |
| Routine colorectal cancer screening                           | Covered in full   |
| Routine mammogram   | Covered in full   |
| Routine OB/GYN  | Covered in full   |
| Routine pap smear   | Covered in full   |
| Routine physical exam   | Covered in full   |
| PSA test  | Covered in full   |
| Routine eye exam  | Covered in full   |

# Labor-Management Healthcare Coalition <sup>TM</sup>

## Town of West Seneca - PBA

### Summary of Benefits

#### Traditional 901 with Major Medical

|   |                             |
|---|-----------------------------|
| Hospital  |                             |
| Inpatient hospital stay   | Covered in full             |
| Inpatient maternity stay  | Covered in full             |
| Outpatient surgery  | Covered in full             |
| Emergency Hospital Care   |                             |
| Emergency room (copay waived if admitted to hospital)               | Covered in full             |
| Ambulance - ground ambulance  | Covered under major medical |
| Ambulance - air ambulance   | Covered under major medical |
| Urgent care centers   | Covered in full             |
| Mental Health & Substance Abuse                                     |                             |
| Inpatient mental health   | Covered in full             |
| Outpatient mental health  | Covered in full             |
| Inpatient alcohol & substance abuse detoxification                  | Covered in full             |
| Inpatient alcohol & substance abuse rehabilitation                  | Covered in full             |
| Outpatient alcohol & substance abuse                                | Covered in full             |
| Other Services  |                             |
| Cardiac rehabilitation (24 visits within 12 weeks of acute episode) | Covered under major medical |
| Chemotherapy (Administration)                                       | Covered in full             |
| Dialysis  | Covered in full             |
| Durable medical equipment   | Covered under major medical |
| Home care   | Covered in full             |
| Hospice   | 210 days, Covered in full   |
| Physical, speech & occupational therapy                             | Covered under major medical |
| Prosthetic and orthotic appliances                                  | Covered under major medical |
| Radiation therapy   | Covered in full             |
| Skilled nursing facility (Not Long Term Care-Rehab only)            | Covered under major medical |

revised 1/1/2016 (00407270,00407271, 00407272, 0T01/0T09/0T10)

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**Labor-Management Healthcare Coalition<sup>®</sup>****Town of West Seneca****Summary of Benefits****POS 226D**

| Deductibles/Maximums  |                                      |
|---|--------------------------------------|
| In-network deductible   | \$500 / \$1,000                      |
| In-network co-insurance                                       | N/A                                  |
| Medical in-network out-of-pocket maximum                      | \$4,000/\$8,000                      |
| Pharmacy in-network out-of-pocket maximum                     | \$1,350/\$2,700                      |
| Out-of-network deductible                                     | \$5,000 / \$10,000                   |
| Out-of-network co-insurance                                   | 40%                                  |
| Out-of-network out of pocket maximum                          | \$10,000 / \$20,000                  |
| Annual maximum  | Unlimited                            |
| Lifetime maximum  | Unlimited                            |
| Benefit administration  | Calendar year                        |
| Dependent age   | 26                                   |
| Student age   | 26                                   |
| Dependent/Student coverage ends                               | End of birth month                   |
| Domestic partner  | No Coverage for domestic partner     |
| Prescription Drug   |                                      |
| Prescription copay  | \$10 / \$35 / \$70                   |
| Mail order copay per 90-day supply                            | 1 copay                              |
| Option 90 - 90 day supply at retail                           | 2.5 copays                           |
| Medical Services  |                                      |
| Primary care physician copay                                  | \$25 copayment after deductible      |
| Specialist copay  | \$40 copayment after deductible      |
| Pediatric visits for children up to age 19                    | \$25 copayment after deductible      |
| Well child visits and immunizations for children up to age 19 | Covered in full                      |
| Telemedicine  | \$25 copayment after deductible      |
| Allergy immunotherapy   | \$25/\$40 copayment after deductible |
| Chiropractic care   | \$40 copay after deductible          |
| Laboratory services   | Covered in full after deductible     |
| Radiology (x-ray, MRI, CT & other high tech imaging)          | \$25/\$40 copayment after deductible |
| Pre & post natal care (initial visit)                         | \$25/\$40 copayment after deductible |
| Physician Services - Preventive                               |                                      |
| Abdominal aortic aneurysm screening                           | Covered in full                      |
| Adult immunizations (flu vaccinations covered in full)        | Covered in full                      |
| Bone mineral density screening                                | Covered in full                      |
| Routine colorectal cancer screening                           | Covered in full                      |
| Routine mammogram   | Covered in full                      |
| Routine OB/GYN  | Covered in full                      |
| Routine pap smear   | Covered in full                      |
| Routine physical exam   | Covered in full                      |
| PSA test  | Covered in full                      |
| Routine eye exam  | Covered in full                      |

**Labor-Management Healthcare Coalition ®****Town of West Seneca****Summary of Benefits****POS 226D**

|  |   |
|--|---|
| <b>Hospital</b>  |   |
| Inpatient hospital stay  | \$500 per admission, not to exceed \$500 single/\$1,000 family after deductible                 |
| Inpatient maternity stay   | \$500 per admission, not to exceed \$500 single /\$1,000 family after deductible                |
| Outpatient surgery (in physicians office)                                | \$25 copay /\$40 copay after deductible   |
| Outpatient surgery (Facility)  | \$100 copayment after deductible  |
| <b>Emergency Hospital Care</b>   |   |
| Emergency room (copay waived if admitted to hospital)                    | \$150 copaymnet after deductible  |
| Ambulance - ground ambulance   | \$150 copaymnet after deductible  |
| Ambulance - air ambulance  | \$150 copaymnet after deductible  |
| Urgent care centers  | \$50 copayment after deductible   |
| <b>Mental Health &amp; Substance Abuse</b>                               |   |
| Inpatient mental health  | \$500 per admission, not to exceed \$500 single/\$1,000 family after deductible                 |
| Outpatient mental health   | \$25 copayment after deductible   |
| Inpatient alcohol & substance abuse detoxification                       | \$500 per admission, not to exceed \$500 single/\$1,000 family after deductible                 |
| Inpatient alcohol & substance abuse rehabilitation                       | \$500 per admission, not to exceed \$500 single/\$1,000 family after deductible                 |
| Outpatient alcohol & substance abuse                                     | \$25 copayment after deductible   |
| <b>Other Services</b>  |   |
| Chemotherapy Outpatient Facility   | \$40 copayment after deductible   |
| Dialysis   | \$40 copayment after deductible   |
| Durable medical equipment  | 20% coinsurance after deductible  |
| Home health care   | \$40 copayment after deductible; 365 visits per plan yr aggregate IN + OON                      |
| Hospice  | Covered in full after deductible; 210 visits aggregate IN + OON                                 |
| Pulmonary Rehabilitation   | \$40 copayment after deductible; 24 visits per plan yr in a 12 week period , Aggregate IN + OON |
| Physical, speech & occupational therapy                                  | \$40 copayment after deductible; 30 visits, aggregate IN & OON with PT/ST/OT, per plan year     |
| Prosthetic and orthotic appliances                                       | 20% coinsurance after deductible  |
| Skilled nursing facility (Not Long Term Care-Rehab only); Unlimited days | \$500 per admission, not to exceed \$500 single/\$1,000 family after deductible                 |

created 12-15-2020 dr

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