

**G&A OUTSOURCING, INC. DBA G&A PARTNERS**

**HEALTH & WELFARE BENEFIT PLAN**

**AND**

**SUMMARY PLAN DESCRIPTION**

**Plan Year July 01 through June 30**

This Plan Document and Summary Plan Description together with the applicable certificates of insurance, insurance booklets, benefit summaries and/or group insurance contracts constitute the written plan document required by ERISA §402 and summary plan description for the component employee benefit plans offered under the G&A Outsourcing, Inc. dba G&A Partners Health & Welfare Benefit Plan.

For employers required to submit form 5500 reports (usually 100+ participants on any group plan as of the beginning of the plan year), this document is considered a "wrap" plan so the report is done on the wrap plan as a whole, not each individual plan.

This plan is available to the following categories of employees:  
Regular eligible employees as defined within this document.

Effective Date: July 01, 2023

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**G&A Outsourcing, Inc. dba G&A Partners**

**Health & Welfare Benefit Plan Document**

**And**

**Summary Plan Description**

**SECTION 1: INTRODUCTION**

This document contains a summary of your rights and benefits under G&A Outsourcing, Inc. dba G&A Partners Health & Welfare Benefit Plan (the "Plan"). Complete details can be found in the underlying component benefit program documents which govern the operation of the Plan, and are available with this document or through the Plan Administrator. In the event of any difference or ambiguity between your rights or benefits described in this document and the underlying component benefit program documents, the underlying component benefit program documents will control with regard to the specific benefits provided under the particular plan. For purposes of this document, component benefit programs are those benefit programs specified under Provider Companies found towards the end of this document and contained in the applicable component plan documents. Component benefit program documents include certificates of insurance, group insurance contracts, ERISA plan documents (if self-funded) and governing benefit plan documents for non-insurance benefit programs.

A copy of each certificate, summary or other governing document is included with this document, was previously provided, or can be obtained from the Plan Administrator. Information contained in the underlying component benefit program documents defines and governs specific benefits including your rights and obligations for each plan. If you have any questions about this document or the component plan information, contact your Plan Administrator listed on the next page.

Each benefit option is summarized in component benefit program documents issued by providers, Third Party Administrators, or the Company. When the Plan refers to these documents, it also refers to any attachments to such contracts, as well as documents incorporated by reference into such contract (such as the application, certificate of insurance, ERISA plan documents and any amendments).

## **SECTION 2: PLAN INFORMATION**

The following information concerns the Plan. If you need more information, contact the Plan Administrator.

### **NAME OF PLAN**

G&A Outsourcing, Inc. dba G&A Partners Health & Welfare Benefit Plan

### **EMPLOYER**

G&A Outsourcing, Inc. dba G&A Partners, 17220 Katy Fwy, Suite 350, Houston, TX, 77094, (713) 235-8290

### **PLAN SPONSOR**

G&A Outsourcing, Inc. dba G&A Partners

### **PLAN SPONSOR'S EMPLOYER IDENTIFICATION NUMBER**

76-0461926

### **TYPE OF PLAN**

This Plan provides comprehensive Medical, Dental, Vision, Life/AD&D, Supplemental, Long Term Disability, Short Term Disability and Telemedicine benefits and is considered a "Health & Welfare Benefit Plan" under ERISA.

Note: Health Savings Accounts (HSAs) are not subject to ERISA and are included in this document for informational purposes only.

**PLAN YEAR:** July 01 - June 30

**PLAN NUMBER:** 515, 501, 503

### **PLAN ADMINISTRATOR AND LEGAL PROCESS AGENT**

G&A Outsourcing, Inc. dba G&A Partners, Attn: Grace Jaén, 17220 Katy Fwy, Suite 350, Houston, TX 77094, (866) 497-4222, [gjaen@gnapartners.com](mailto:gjaen@gnapartners.com).

### **2.1. ADMINISTRATION & FIDUCIARY**

This document and the component plan documents describe the various benefits, whether each benefit is insured or self-funded, and Claims Administration and other services under the group benefit contracts.

- For self-insured benefits under this Plan, the Plan Administrator may elect to use a Third Party Administrator (TPA) to administer these benefits and adjudicate claims. In such case, the TPA may be the Claims Administrator and the Named Fiduciary for purposes of Claims Administration, but the Plan Administrator will remain your point of contact for questions.

- For fully-insured benefits, the insurance company is the Named Fiduciary and has complete discretion to determine benefit payment amounts and to adjudicate claims. The Plan Sponsor has no fiduciary responsibility in these areas. See providers, policy numbers and their related contact information toward the end of this document.

### **Plan Administration**

The administration of the Plan is under the supervision of the Plan Administrator. The principal duty of the Plan Administrator is to interpret and construe the provisions of the Plan, to decide all questions that arise including any dispute which may arise regarding the rights of participants and beneficiaries under the Plan; provided, however, that if an insurance certificate sets forth a specific claims procedure, such provisions shall apply for the purpose of that component plan. It also is the Plan Administrator's duty to see that the Plan is carried out, in accordance with its terms, for the exclusive benefit of persons entitled to participate in the Plan. The administrative duties of the Plan Administrator include, but are not limited to, interpreting the Plan, prescribing applicable procedures, allocating fiduciary responsibilities, determining eligibility for and the amount of benefits, employing legal, actuarial, medical, accounting, clerical, and other assistance as it may deem appropriate in carrying out the terms of the Plan, and authorizing benefit payments and gathering information necessary for administering the Plan.

The Plan Administrator may delegate any of these administrative duties among one or more persons or entities, provided that such delegation is in writing, expressly identifies the delegate(s) and expressly describes the nature and scope of the delegated responsibility.

Except as provided below, under "Power and Authority of Insurer or Third-Party Administrator", the Plan Administrator has the discretionary authority to interpret the Plan in order to make benefit determinations as it may determine in its sole discretion. The Plan Administrator also has the discretionary authority to make factual determinations as to whether any individual is entitled to receive any benefits under the Plan.

The Company will bear the incidental costs of administering the Plan. The Company may shift from time to time certain administration costs to Participants. The Company shall communicate to the Participants the details of any cost shifting arrangements.

### **Power and Authority of Insurer or Third-Party Administrator**

The Insurers or Third-Party Administrator are responsible for

- (1) Determining the amount of any benefits payable under the respective component benefit program, and



- (2) Prescribing claims procedures (that comply with ERISA requirements) to be followed and the claims forms to be used by Employees to obtain their respective benefits.

The Insurers, not the Company, are responsible for paying claims with respect to these programs. The Company shares responsibility with the Insurers or Third-Party Administrators for administering these program benefits.

**Exclusive Benefit**

All Plan assets shall be used for the exclusive benefit of eligible Employees, their Spouses, their other designated Dependents and their designated beneficiaries, in accordance with the provisions of the Plan, and/or for paying reasonable expenses associated with administering the Plan.

**2.2. ELIGIBILITY AND PARTICIPATION**

Premium contributions for each of the health and welfare benefit plans provided by G&A Outsourcing, Inc. dba G&A Partners are either attached to this document, given out separately or may be obtained from the Plan Administrator upon request.

**Eligibility**

Employee benefits begin the first day of the month following 30 days of eligible employment (unless stated below) provided the employee meets the applicable requirements and satisfies the enrollment requirements established under the Plan.

**A. Full-Time Ongoing and New Hire Employees - Eligibility and Participation**

Full-time ongoing employees working an average of 30 hours per week are eligible to participate in Plan benefits on the first day of the month following 30 days of eligible service.

Once an Employee has met the eligibility requirements and an appropriate Enrollment Form has been submitted to the Plan Administrator, the Employee's coverage will commence on the date specified in the eligibility requirements at the beginning of this section and in the applicable component benefits program documents.

**B. Eligible Family Members**

You may also enroll eligible family members in the Medical, Dental, Vision and/or Supplemental plans. Eligible Dependents are generally described below but the governing eligibility rules for Dependents are set forth in the applicable component benefit plan documents.

**Eligible family members include:**

- Legal Spouse or Registered Domestic Partner ("spouse" means an individual who is legally married to a participant as determined under Revenue Ruling 2013-17, in accordance with federal and state law and as specified in each benefit plan)
- Child (ren) up to age 26 or as defined in component plan documents; and/or
- Unmarried child (ren) of any age who depend upon the employee for support because of a mental or physical disability (For specified benefits only as defined in component plan documents).

Refer to underlying component benefit program documents for more information about Dependent eligibility, definitions of Dependents, and overall coverage. Your benefits eligibility may be affected if your status changes to inactive due to a family, medical, or personal leave of absence. Contact your Plan Administrator for additional information.

Certain benefits require that an eligible Employee make an annual election to enroll for coverage. Information regarding enrollment procedures, including when coverage begins and ends for the various benefits under the Benefit options, is set forth in the certificate of insurance, component Summary Plan Descriptions or other governing documents. An eligible Employee may begin participating in any benefit based on his or her election to participate in accordance with the terms and conditions established for each benefit.

### **C. Qualified Medical Child Support Orders**

With respect to component benefit programs that are group health plans, the Plan will also provide benefits as required by any qualified medical child support order (QMCSO) (defined in ERISA Section 609(a)). The Plan has detailed procedures for determining whether an order qualifies as a QMCSO. Participants and beneficiaries can obtain, without charge, a copy of such procedures from the Plan Administrator.

In the event the Plan Administrator receives a qualified medical child support order, the Plan Administrator will notify the affected Participant and any alternate recipient identified in the order of the receipt of the order and the Plan's procedures for determining whether such an order is a QMCSO. Within a reasonable period the Plan Administrator will determine whether the order is a qualified medical child support order and will notify the Participant and alternate recipient of such determination.

### **D. Furlough & Short-term Leave**

In the event that the company elects to implement a furlough, where some employees' hours are reduced to zero or below the minimum required hours for participation, they may be eligible to continue participation in the group medical plan during the furlough time up to an amount

determined by the component plan documents and insurance providers. If employees are impacted by furloughs, they will be provided additional details regarding the furlough, continuation of medical insurance, and premiums.

### **2.3. ANNUAL OPEN ENROLLMENT PERIOD**

Each year G&A Outsourcing, Inc. dba G&A Partners has an open enrollment that takes place during June when participants can make plan changes or new participants can enroll. Changes and elections made during the open enrollment period are generally effective (upon plan renewal) following the open enrollment period.

### **2.4. ENROLLMENT IN THE PLAN**

#### **A. Enrollment Procedures**

An Employee who is eligible to participate in this Plan shall commence participation after the eligibility requirements have been satisfied, provided that any enrollment forms are submitted to the Plan Administrator before the date that participation would commence. Such enrollment forms shall identify the Spouse and other Dependents who are eligible for benefits under the elected benefit plan.

#### **B. Mid-Year Enrollment Changes (Only if Qualified Change in Status)**

If benefits are paid on a pre-tax basis through a Cafeteria Plan, legal rules require that benefit choices made must remain in effect for the entire Plan Year, July 01 through June 30 (or the balance of the Plan Year for Employees hired and who enroll during the Plan Year), unless the Employee experiences a Qualified Change in Status. While the list of possible events that could allow you to make mid-year election changes is set by the IRS and the Internal Revenue Code, G&A Outsourcing, Inc. dba G&A Partners and its Insurance Carriers or Third Party Administrator can select a subgroup of these events to allow changes under a particular plan. Under the Code you must enroll within a reasonable time period from your eligibility date. Once you are enrolled, you may only make changes to your benefit elections during Open Enrollment or if you have a Qualifying Change in Status that affects the eligibility of you or your dependents, and the requested election change is consistent with your Qualifying Change in Status.

The following are examples of what might be considered a Qualifying Change in Status, refer to your Cafeteria Plan for an accurate list of qualifying events:

*A Qualifying Life Event/Qualifying Change in Status includes:*

- A change in your Legal Marital Status such as marriage, death of a spouse, divorce, legal separation or annulment.
- A change in your Number of Dependents such as birth, adoption, placement for adoption, or death of a child.
- A change in Employment Status such as commencement or termination of employment for you, your spouse, or your dependent.
- A change in Work Schedule such as a reduction or increase in hours, including a switch between part-time and full-time, a strike or lockout, or commencement or return from an unpaid leave of absence for you, your spouse, or your dependent.
- If Dependent Satisfies or Ceases to Satisfy the Requirements for Dependents due to factors such as age.
- A change in Residence or Worksite for you, your spouse, or your dependent.
- The receipt of a Qualified Medical Child Support Order or National Medical Support Notice.
- A change in Entitlement to Medicare or Medicaid for you, your spouse, or your dependent.
- A change in Eligibility for COBRA for you, your spouse, or your dependent while you are still an active employee.
- A change in a spouse's coverage such as benefit reduction, cost increase or decision to join or not to join a plan during open enrollment.
- A change where an Employee may qualify for exchange coverage because the employer coverage does not meet the affordability requirements.
- An Employee may drop coverage if their hours drop below 30 hours/week on average, even if the Employee does not lose eligibility for coverage due to Affordable Care Act rules on eligibility.

All election changes must be requested within 30 days of the event in question unless otherwise required by state or federal laws or healthcare mandates or extended to 31 days by Plan Administrator (e.g. loss of coverage under Medicaid or CHIP allows up to 60 days to obtain coverage). *To make an election change, contact your Plan Administrator listed above.*

## **2.5. PLAN BENEFITS AND COST SHARING PROVISIONS**

## **A. Participant Contributions**

Participant premium contributions for coverage are fixed, and the employer bears the risk of premium and/or administrative cost above that amount.

If the Plan has cost sharing with a Cafeteria Plan, employee contributions for qualifying benefits will be paid through a pre-tax payroll deduction starting the first pay period following enrollment, unless they are benefits that are not eligible for pre-tax deduction such as life or disability insurance or the Employee requests post-tax deductions. Contributions will be paid semi-monthly for all employees. Actual contribution rates will be published each year during the open enrollment period. See summary of coverage for additional deductible, coinsurance, copayments, services, and coverage, and enrollment documents for applicable rates and contribution levels.

## **B. Company Contribution Levels**

The Company will make its contributions in an amount that (in the Company's sole discretion) is at least sufficient to fund the benefits or a portion of the benefits that are not otherwise funded by the eligible Employee's contributions. The Company will pay its contribution and the eligible Employee's contributions to the Insurer or Third Party Administrator or, with respect to benefits that are self-insured, will use these contributions to pay benefits directly to or on behalf of the Participants from the Company's general assets. The eligible Employee's contributions toward the cost of a particular benefit will be used in their entirety prior to using Employer contributions to pay for the cost of such benefit.

Insurance premiums for Employees and their eligible family members are paid in part by the Company out of its general assets and in part by employees' pre-tax payroll deductions, where applicable. The Plan Administrator provides a schedule of the applicable premiums during the initial and subsequent open enrollment periods and on request for each of the component benefit programs, as applicable. Contributions for the self-insured component benefit programs are also made in part or in whole by the Company and/or in part or in whole by employees' pre-tax or post tax payroll deductions.

## **C. Ordering of Participant and Company Contributions**

This section applies unless the plan sponsor has adopted specific written procedures or a document that specifies a different ordering for plan contributions or for plan receipts to plan contributions.

- All participant contributions will be applied first to cover premiums or benefit costs, and then Employer contributions will be applied to cover any remaining premiums or benefit costs

plus the cost of other plan expenses, including stop-loss premiums if applicable.

- If any component of the Plan is self-insured and the Employer has purchased a stop-loss policy (and the employer, not the Plan, is the policyholder), any stop-loss proceeds will be treated as fully allocable to employer contributions. This applies even if stop-loss premiums were included in calculating total plan costs. Participant contributions will not be used to pay stop-loss premiums. (If the Employer is the policyholder, the employer is entitled to reimbursement for amounts it pays above a specified threshold level for allowed claims during the relevant period. The stop-loss policy is not a plan asset and does not reimburse participants for claims costs.)
- In the event a medical loss ratio (MLR) rebate or other type of rebate is paid to the Plan, the portion of the rebate that does not exceed the Employer's total amount of prior contributions during the relevant period will be attributable to Employer contributions, not to participant contributions.

## **2.6. COMPONENT BENEFIT PLAN DOCUMENTS**

All documents relating to the G&A Outsourcing, Inc. dba G&A Partners Health & Welfare Benefits Plan, including the Evidence/Certificate of Coverage for each plan, Listing of Network Providers, Contribution Rates, General COBRA Notice, Medicare Creditable Coverage Notice, and any other relevant Plan Documents or Notices, are available to Employees and their dependents by contacting the Plan Administrator. Plan participants may receive a paper copy of any of the above documents free of charge by contacting the Plan Administrator.

Please refer to the component plan documents for each plan's specific details, including a description of benefits, cost-sharing provisions, requirements for use of network providers, and circumstances by which benefits may be denied.

## **2.7. POSSIBLE LIMITS ON OR LOSS OF BENEFITS**

### **Summary of Benefits and Coverage**

See component plan documents and Summary of Benefits and Coverage (SBC) for details regarding deductibles, co-pays, coverage, claims procedures, resources and provider company information.

### **A. Coordination of Benefits**

For Participants and Dependents who do not maintain coverage under a health and welfare plan sponsored by another unrelated employer's health and welfare plan, the Plan will be the primary payer for all eligible claims and benefits as defined in the underlying component benefit program documents. If participants or dependents are covered by another medical or insurance plan, the two plans will coordinate together eliminating duplication of payments as

explained in the component plan documents. The insurer, Third-Party Administrator or the fiduciary has primary responsibility to coordinate benefits for eligible expenses for other employer plans, government plans, Medicare or other coverage such as motor vehicle insurance.

### **B. Subrogation of Benefits**

The Insurer or third-party administrator shall undertake reasonable steps to identify which Plan has a subrogation interest and shall manage subrogation cases on behalf of the Plan. You are required to cooperate with the Insurer or Third-Party Administrator to facilitate enforcement of its rights and interests. Participants must fully cooperate and do their part to ensure the Plan's right of recovery and subrogation are secured. If the Participant fails or refuses to honor the Plan's recovery and subrogation rights, the Plan may recover any cost to enforce its rights. This includes, but is not limited to, attorney fees, litigation court cost and other expenses as covered in the underlying component benefit program documents.

### **C. Rescission**

Benefits for you and/or your enrolled dependent(s) will be terminated retroactively (this is known as "*rescission*") if the Carrier or Plan Administrator determines that you obtained benefits under the Plan as a result of fraud or intentional misrepresentation of a material fact. You will be given 30 days prior written notice, and coverage will be terminated back to the date of the fraud or intentional misrepresentation. You will be required to reimburse the Plan for any benefits you or your eligible dependent(s) received since the date of the fraud or material misrepresentation, and such amount will be offset against the premiums you paid before they are refunded to you, to the extent allowed by applicable law.

### **D. Denial or Loss of Benefits**

A Participant's benefits under the Plan will cease when the eligible Employee's participation in the Plan terminates. A Participant's benefits will also cease on termination of the Plan. Other circumstances can result in termination, reduction or denial of benefits. Refer to the component benefit program documents for details regarding when a plan may terminate.

## **YOUR RIGHTS AND PROTECTIONS AGAINST SURPRISE MEDICAL BILLS**

<p>When you get emergency care or get treated by an out-of-network provider at an in-network hospital or ambulatory surgical center, you are protected from surprise billing or balance billing.</p>
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**What is "balance billing" (sometimes called "surprise billing")?**

When you see a doctor or other health care provider, you may owe certain out-of-pocket costs, such as a copayment, coinsurance, and/or a deductible. You may have other costs or have to pay the entire bill if you see a provider or visit a health care facility that isn't in your health plan's network.

“Out-of-network” describes providers and facilities that haven't signed a contract with your health plan. Out-of-network providers may be permitted to bill you for the difference between what your plan agreed to pay and the full amount charged for a service. This is called “**balance billing**.” This amount is likely more than in-network costs for the same service and might not count toward your annual out-of-pocket limit.

“Surprise billing” is an unexpected balance bill. This can happen when you can't control who is involved in your care—like when you have an emergency or when you schedule a visit at an in-network facility but are unexpectedly treated by an out-of-network provider.

**Effective January 1, 2022, you are protected from balance billing for:**

**Emergency services**

If you have an emergency medical condition and get emergency services from an out-of-network provider or facility, the most the provider or facility may bill you is your plan's in-network cost-sharing amount (such as copayments and coinsurance). You **can't** be balance billed for these emergency services. This includes services you may get after you're in stable condition, unless you give written consent and give up your protections not to be balanced billed for these post-stabilization services.

**TEXAS COMPREHENSIVE PROTECTIONS AVAILABLE:**

- State requires insurers to hold enrollees harmless for amounts beyond in-network level of cost sharing\*
- State prohibits out-of-network providers from billing enrollees for any amount beyond in-network level of cost sharing\*
- Above protections apply:
  - To HMO, PPO, and EPO enrollees
  - For (1) emergency services by out-of-network professionals and facilities, and (2) non-emergency services provided by out-of-network professionals at in-network facilities\*
  - Provided by all or most classes of health care professionals
- State provides dispute resolution process\*\*
- Protections do not apply to:
  - ground ambulance services
  - enrollees who consent to out-of-network non-emergency services\*\*\*
  - enrollees of self-funded plans

Notes:

\* The requirement for insurers to hold enrollees harmless for amounts beyond in-network levels of cost sharing only applies to HMO and EPO enrollee, but not PPO enrollees. The prohibition on providers from balance billing enrollees applies to HMO, EPO and PPO enrollees.

\*\* For out-of-network providers, the state provides a binding arbitration process. Within 90 days of the provider receiving an initial payment from an insurer, the provider or insurer may request arbitration if



there is a further charge billed by the provider and unpaid by the insurer. All parties are required to participate in an informal settlement teleconference within 30 days of requesting arbitration. Within 51 days of requesting arbitration, an arbitrator is to provide a binding decision by picking either the billed charge or the insurer's final offer amount. The state provides a list of 10 factors that an arbitrator must consider in making a determination, including: the level of training and experience of the provider; the circumstances and complexity of the case; the 80th percentile of all billed charges for the service as performed by a provider in the same or similar specialty and provided in the same geographic area as reporting by a state-selected benchmarking database; and the 50th percentile of rates for the service paid to participating providers in the same or similar specialty and provided in the same geographic area as reported in the state-selected benchmarking database.

For out-of-network facilities, the state provides a non-binding mediation process for claims involving emergency care, an out-of-network laboratory or diagnostic imaging service. If the parties do not reach an agreement at the end of the mediation, either party is allowed to file a civil action within 45 days of the mediator submitting a report to the Department of Insurance.

\*\*\* Protections do not apply to non-emergency services if the enrollee "elects" to receive services from an out-of-network provider and all of the following are met:

- enrollee had meaningful choice and was not just assigned a provider
- enrollee was not coerced by policies like cancellation fees
- enrollee received disclosure and notice 10 days prior to the service and signed it

Referenced from <https://www.commonwealthfund.org/publications/maps-and-interactives/2021/feb/state-balance-billing-protections>

### **Certain services at an in-network hospital or ambulatory surgical center**

When you get services from an in-network hospital or ambulatory surgical center, certain providers there may be out-of-network. In these cases, the most those providers may bill you is your plan's in-network cost-sharing amount. This applies to emergency medicine, anesthesia, pathology, radiology, laboratory, neonatology, assistant surgeon, hospitalist, or intensivist services. These providers **can't** balance bill you and may **not** ask you to give up your protections not to be balance billed.

If you get other services at these in-network facilities, out-of-network providers **can't** balance bill you, unless you give written consent and give up your protections.

**You're never required to give up your protections from balance billing. You also aren't required to get care out-of-network. You can choose a provider or facility in your plan's network.**

**TEXAS COMPREHENSIVE PROTECTIONS AVAILABLE:**

- State requires insurers to hold enrollees harmless for amounts beyond in-network level of cost sharing\*
- State prohibits out-of-network providers from billing enrollees for any amount beyond in-network level of cost sharing\*
- Above protections apply:
  - To HMO, PPO, and EPO enrollees
  - For (1) emergency services by out-of-network professionals and facilities, and (2) non-emergency services provided by out-of-network professionals at in-network facilities\*
  - Provided by all or most classes of health care professionals
- State provides dispute resolution process\*\*
- Protections do not apply to:
  - ground ambulance services
  - enrollees who consent to out-of-network non-emergency services\*\*\*
  - enrollees of self-funded plans

Notes:

\* The requirement for insurers to hold enrollees harmless for amounts beyond in-network levels of cost sharing only applies to HMO and EPO enrollee, but not PPO enrollees. The prohibition on providers from balance billing enrollees applies to HMO, EPO and PPO enrollees.

\*\* For out-of-network providers, the state provides a binding arbitration process. Within 90 days of the provider receiving an initial payment from an insurer, the provider or insurer may request arbitration if there is a further charge billed by the provider and unpaid by the insurer. All parties are required to participate in an informal settlement teleconference within 30 days of requesting arbitration. Within 51 days of requesting arbitration, an arbitrator is to provide a binding decision by picking either the billed charge or the insurer's final offer amount. The state provides a list of 10 factors that an arbitrator must consider in making a determination, including: the level of training and experience of the provider; the circumstances and complexity of the case; the 80th percentile of all billed charges for the service as performed by a provider in the same or similar specialty and provided in the same geographic area as reporting by a state-selected benchmarking database; and the 50th percentile of rates for the service paid to participating providers in the same or similar specialty and provided in the same geographic area as reported in the state-selected benchmarking database.

For out-of-network facilities, the state provides a non-binding mediation process for claims involving emergency care, an out-of-network laboratory or diagnostic imaging service. If the parties do not reach an agreement at the end of the mediation, either party is allowed to file a civil action within 45 days of the mediator submitting a report to the Department of Insurance.

\*\*\* Protections do not apply to non-emergency services if the enrollee "elects" to receive services from an out-of-network provider and all of the following are met:

- enrollee had meaningful choice and was not just assigned a provider
- enrollee was not coerced by policies like cancellation fees
- enrollee received disclosure and notice 10 days prior to the service and signed it

Referenced from <https://www.commonwealthfund.org/publications/maps-and-interactives/2021/feb/state-balance-billing-protections>

**When balance billing isn't allowed, you also have the following protections:**

- You are only responsible for paying your share of the cost (like the copayments, coinsurance, and deductibles that you would pay if the provider or facility was in-network). Your health plan will pay out-of-network providers and facilities directly.
- Your health plan generally must:
  - Cover emergency services without requiring you to get approval for services in advance (prior authorization).
  - Cover emergency services by out-of-network providers.
  - Base what you owe the provider or facility (cost-sharing) on what it would pay an in-network provider or facility and show that amount in your explanation of benefits.
  - Count any amount you pay for emergency services or out-of-network services toward your deductible and out-of-pocket limit.

**If you believe you've been wrongly billed**, you may contact HHS, in coordination with the Department of the Treasury, Department of Labor and the Office of Personnel Management at 1-800-985-3059.

Visit <https://www.cms.gov/nosurprises/consumers> for more information about your rights under federal law.

Visit <https://www.tdi.texas.gov/tips/texas-protects-consumers-from-surprise-medical-bills.html> for more information about your rights under Texas.

*The contents of this document do not have the force and effect of law and are not meant to bind the public in any way, unless specifically incorporated into a contract. This document is intended only to provide clarity to the public regarding existing requirements under the law.*

## **2.8. TERMINATION OF BENEFITS**

Benefits under any Component Benefit Program will terminate for all participants if that Component Benefit Program is terminated, and will terminate for a particular participant if his or her participation is ended due to loss of eligibility or termination of employment or other reason.

Medical, Dental and Vision benefits terminate the last day of the month in which eligibility ends. Long Term Disability, Life/AD&D, Supplemental and Short Term Disability benefits terminate the

last day of employment. Plans may or may not have conversion options (check with Plan Administrator). See continuation options available for such benefits as medical, dental, vision and health flexible spending accounts, if applicable, under COBRA (Consolidated Omnibus Budget Reconciliation Act) as explained below. Check with the Plan Administrator for possible conversion options or questions on possible continuation rights. See each component benefit program documents for termination provisions.

An eligible Employee's participation and the participation of his or her eligible Dependents in the Plan will terminate on the date specified in the component benefit program documents. Other circumstances can result in the termination of benefits as described in the component benefit program documents.

Participation in the Plan may be terminated due to disqualification, ineligibility, or denial, loss, forfeiture, suspension, offset, reduction, etc. Refer to the corresponding component benefit program documents for detailed information. G&A Outsourcing, Inc. dba G&A Partners reserves the right to change, cancel, or alter all or any portion of the Employee Welfare Benefit Plan as it deems necessary.

The Company has the right to terminate the Plan in its entirety, or any portion thereof at any time. In the event that the Plan is terminated, the Plan may provide a written notice of 60 days, when possible.

An officer, as designated by the Company, may sign insurance contracts for this Plan on behalf of the Company, including amendments to those contracts, and may adopt (by a written instrument) amendments to the Plan that he or she considers to be administrative in nature or advisable to comply with applicable law.

Other circumstances can result in the termination of benefits. The insurance contracts (including the certificate of insurance booklets), plans, and other governing documents in the applicable Attachments, previously sent documents or available through the Plan Administrator, provide additional information.

## **2.9. PLAN AMENDMENT AND TERMINATION**

### **Amendment of the Plan**

The Employer reserves the right to amend, modify, or discontinue the Plan in any respect, including but not limited to, implementing a change in the amount or percentage of premiums or cost that must be paid by the Participant. No Participant shall have any vested right to any benefits under the Plan, subject to any duty to bargain that may exist. The Company shall have the right to amend the Plan at

any time and to any extent deemed necessary or advisable; provided, however, that no amendments shall:

1. Have the effect of discriminatorily depriving, on a retroactive basis, any eligible Employee, dependent or beneficiary of any beneficial interest that has become payable prior to the date such amendment is effective; or
2. Have the result of diverting the assets of the Plan to any purpose other than those set forth in this Plan.

An officer, as designated by the Company, may sign insurance contracts for this Plan on behalf of the Company, including amendments to those contracts, and may adopt (by a written instrument) amendments to the Plan that he or she considers to be administrative in nature or advisable to comply with applicable law.

In the event that the Plan is terminated, a written notice shall be given to participants 60 days in advance. If the Plan is amended, the employer will promptly provide notice to participants as required under applicable law and shall execute any instruments necessary in connection therewith. The Company shall promptly notify the Plan Administrator and all interested parties of any amendment adopted pursuant to this Section.

## **2.10. CLAIMS PROCEDURES**

### **A. Overview of Claims Procedures**

Details regarding the Plan's claim procedures are furnished automatically, without charge, as a separate document, copies of which are included with this document, were previously provided, or can be obtained from the Plan Administrator. These will comply with applicable ERISA requirements.

Generally, to obtain benefits from the Insurer or Third Party Administrator (TPA) of a provided component benefit program, you must follow the claims procedures under the applicable component benefit program documents, which may require you to complete, sign, and submit a written claim on the Insurer's or Third Party Administrator's form. In that case, the form is available from the Plan Administrator.

Summary of the ERISA claims and appeals process, for any type of ERISA benefits:

- 1) Claim is filed – by the plan participant or his/her authorized representative.
- 2) Claim is either paid in full or denied in whole or in part – by the Insurer or Third-Party Administrator (TPA). If the claim is denied in whole or in part, this is called an “Adverse Benefit Determination.”
- 3) Appeal of Adverse Benefit Determination – by the plan participant or his/her authorized representative.
- 4) Final decision on the appeal – by the Insurer or Third-Party Administrator (TPA).

If your appeal is denied, or if the claims fiduciary does not comply with the ERISA timeframes specified below, you can file a civil action (lawsuit) in Federal court, under ERISA section 502(1).

## **B. Standard Claims Procedures for Medical Benefit**

### 1) Fully-Insured Medical Benefits

For purposes of determining the amount of, and entitlement to benefits under a component medical program whose benefits are paid under an insurance policy, the Insurance Company is the Named Fiduciary and shall have the full power to make factual determinations and to interpret and apply the terms of the policy as they relate to the benefits provided through the insured arrangement, unless the Plan Administrator has explicitly and in writing retained the right to make a final determination. The Insurance Company is also the Claims Administrator for purposes of claims determinations.

### 2) Self-Funded Medical Benefits

For purposes of determining the amount of, and entitlement to benefits under a component medical program whose benefits are paid from the Company's general assets, the Plan Administrator shall have the full power to make factual determinations and to interpret and apply the terms of the Plan as they relate to the benefits provided through a self-funded arrangement, except to the extent the Plan Administrator has appropriately delegated such responsibility to a Claims Administrator. This is specified in the appropriate Component Benefit Program documents.

To obtain benefits from a self-funded arrangement, the Participant may be asked to complete, execute and timely submit to the Claims Administrator or Plan Administrator a written claim on the form available from either the Claims Administrator or Plan Administrator.

The Claims Administrator or Plan Administrator will decide the claim in accordance with reasonable claims procedures, as required by ERISA. ERISA imposes specific maximum timeframes for different types of medical claims (e.g., pre-authorization, emergency, post-treatment), and these are specified in the applicable documents for Component medical benefits. The Plan Administrator or the Claims Administrator has the right to secure independent medical advice and to require such other evidence as it deems necessary in order to decide his or her claim. If the Claims Administrator or Plan Administrator denies the Participant's claim, in whole or in part, it will send written notification setting forth the reason(s) for the denial.

If a Participant's claim is denied, he or she may appeal to the Named Fiduciary, for a review of the denied claim. The Named Fiduciary will decide the appeal in accordance with reasonable claims procedures, as required by ERISA. If the Participant doesn't appeal on time, he or she will lose his or her

right to file suit in a state or federal court, as he or she has not exhausted the internal administrative appeal rights (which is generally a prerequisite to bringing a suit in state or federal court). The insurance documents or other governing documents for the Component Benefits contain more information about how to file a claim and details regarding the claims procedures applicable to the claim.

After a Participant's appeal for Medical Benefits has been denied by Named Fiduciary, he or she shall be eligible to file a request for review under the external review procedure as provided under Treasury Regulations Section 54.9815-2719T(d)(1)(i); DOL Regulations Section 2590.715-2719(d)(1)(i) and HHS Regulations Section 147.136(d)(1)(i), if applicable.

### **C. Claims Procedure for Benefits Based on a Determination of Disability**

ERISA claims procedures apply specifically to claims made on or after April 1, 2018, under the Plan for benefits based on a determination of disability. However, if the Plan Administrator has delegated and named an insurer or third party administrator as the claims fiduciary, then such entity shall have full discretion and authority to determine eligibility for such benefits, and the insurer's or third party administrator's claims procedures shall apply as long as such other claims procedures comply with current Department of Labor Regulations. For additional information, please contact the disability insurer.

Additionally, if a disability determination is made outside the plan for reasons other than determining eligibility for plan benefits, the new ERISA disability claims procedures shall not apply. Examples of when the ERISA disability claims provisions do not apply are where the disability determination is based solely on whether the claimant is entitled to disability benefits under either the Social Security Act or the employer's long term disability plan.

Below is a short summary of the disability claims procedures effective for claims filed on or after April 1, 2018, if: a) the Plan Administrator makes the disability determination, or b) the Plan Administrator has designated a separate claims fiduciary but that entity's claims procedures are not compliant with applicable DOL regulations.

- 1) If the claims administrator denies your claim, it must notify you of its decision within 45 days of receipt of your completed claim, except that it may extend the time by not more than two additional 30-day periods if it first notifies you in writing and if certain other requirements are met.
- 2) Any adverse benefits determination will include the specific information specified in the DOL final regulations.
- 3) You have 180 days to appeal an adverse benefit determination. You may request, free of charge, reasonable access to and copies of all documents, records, and other information relevant to your claim for benefits. You may submit information and opinions from experts who were not involved in the initial claim.

- 4) Within 45 days after the Claims Administrator receives your appeal request, it will notify you of its decision on your appeal, except that this period may be extended for an additional 45-day period if special circumstances (such as the need to hold a hearing) require an extension of time. In such case, you will be notified in writing of the need for the extension. The individual reviewing your appeal shall not be the same individual who made the initial benefit decision, shall give no deference to the initial benefit decision and shall not be a subordinate of the initial decision maker. If your appeal is granted, the decision will contain information sufficient to reasonably inform you of that decision. If the reviewing fiduciary anticipates denying your appeal, whether in whole or in part, the fiduciary must provide you certain information (free of charge) as soon as possible and sufficiently in advance of the date the final decision must be rendered, to provide you a reasonable opportunity to review the information and submit a response. If your appeal is denied, you will be sent written notice which includes the information specified in the final regulations.

## **2.11. AFFORDABLE CARE ACT COMPLIANCE**

The Plan complies with all applicable Patient Protection and Affordable Care Act (PPACA) provisions, as detailed in component plan documents. PPACA applies only to health benefits. It does not apply to other benefits under the Plan, such as dental, vision, life, disability, “excepted” benefits (as defined by law and regulations) or other categories of benefits.

PPACA compliance includes, but is not limited to:

- Coverage of dependents up to age 26
- No annual or lifetime dollar limits on “Essential Health Benefits” as defined in PPACA and regulations
- No pre-existing conditions exclusions
- Prohibition on rescissions
- Patient protections – coverage and payment for emergency services, primary care provider designation, designation of pediatric physician as primary care provider, no prior authorization for access to obstetrical or gynecological care.
- Preventive care – specified preventive care services are covered on a first-dollar basis, not subject to co-payments, co-insurance, deductibles or other cost-sharing requirements.
- Nondiscrimination testing – this Plan is intended to comply with current nondiscrimination rules.



Exceptions: Plans are not required to comply with certain PPACA requirements if they are “grandfathered” as defined under PPACA or “grandmothered” (certain non-ACA-compliant small insured plans that were allowed to renew for a limited period of time, under PPACA and certain states’ laws). See component plan document to clarify if your plan is "grandfathered" or "grandmothered".

## **2.12. ERISA NOTICES**

With respect to offered group Health Plans, the Plan will provide benefits in accordance with the requirements of all applicable laws, such as COBRA, HIPAA, HITECH, MHPA, NMHPA, USERRA, GINA, MHPAEA, WHCRA, HCERA and PPACA.

### **Notice of Rights Under the Newborns & Mothers Health Protection Act**

Group Health Plans and Health Insurance Issuers or Third Party Administrators generally may not, under federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, Plans and Issuers may not, under federal law, require that a provider obtain authorization from the Plan or the Issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

### **Notice of Women's Health & Cancer Rights Act**

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women’s Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- 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;
- Prostheses; and
- Treatment of physical complications of the mastectomy, including lymphedemas.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under the applicable component benefit. Refer to the insurance certificate or benefit booklet for information on the deductibles and coinsurance that apply.

If you would like more information on WHCRA benefits, contact the plan administrator.

### **HIPAA**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires that we notify you about important provisions in the plan. You have the right to enroll in the plan under its "special enrollment provision" provided that you meet participation requirements, if you marry, acquire a new dependent, or if

you decline coverage under the plan for an eligible dependent while other coverage is in effect and later the dependent loses that other coverage for certain qualifying reasons. Special enrollment must take place within 30 days of the qualifying event. If you are declined enrollment for yourself or your dependents (including your spouse) while coverage under Medicaid or a state Children's Health Insurance Program (CHIP) is in effect, you may be able to enroll yourself and your dependents in this program if you or your dependents lose eligibility for that other coverage. However, you must request enrollment within 60 days after you or your dependents' Medicaid or CHIP coverage ends. If you or your dependents (including your spouse) become eligible for a state premium assistance subsidy from Medicaid or a CHIP program with respect to coverage under this plan, you may be able to enroll yourself and your dependents (including your spouse) in this plan. However, you must request enrollment within 60 days after you or your dependents become eligible for the premium assistance. To request special enrollment or obtain more information, contact the plan administrator indicated in this notice.

### **HIPAA Notice of Privacy Practices**

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") requires that we maintain the privacy of protected health information, give notice of our legal duties and privacy practices regarding health information about you and follow the terms of our notice currently in effect.

You may request a copy of the current Privacy Practices from the Plan Administrator explaining how medical information about you may be used and disclosed, and how you can get access to this information. **As Required by Law.** We will disclose Health Information when required to do so by international, federal, state or local law.

You have the right to inspect and copy, right to an electronic copy of electronic medical records, right to get notice of a breach, right to amend, right to an accounting of disclosures, right to request restrictions, right to request confidential communications, right to a paper copy of this notice and the right to file a complaint if you believe your privacy rights have been violated.

### **Special Enrollment Notice**

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 be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage) provided that you meet participation requirements. However, you must request enrollment within 30 days or any longer period that applies under the plan, after you or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage). In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days or any longer period that applies under the plan, after the marriage, birth, adoption, or placement for adoption. To request special enrollment or obtain more information, contact the plan administrator mentioned above.

## **Family and Medical Leave Act**

To the extent the Plan is subject to The Family and Medical Leave Act of 1993 (FMLA), the Plan Administrator will permit a Participant taking unpaid leave under the FMLA to continue group health benefits under such applicable law. Non-medical benefits will continue according to the established Company policy. Participants continuing participation pursuant to the foregoing will pay for such coverage (on a pre-tax or after-tax basis) under a method as determined by the Plan Administrator satisfying applicable regulations. If the Participant's coverage under the Plan terminates while the Participant is on FMLA leave, the Participant is not entitled to receive reimbursements for claims incurred during the period when the coverage is terminated. Upon reinstatement into the Plan upon return from FMLA leave, the Participant has the right to resume coverage at the level in effect before the FMLA leave and make up the unpaid premium payments, or resume coverage at a level that is reduced by the amount of unpaid premiums and resume premium payments at the level in effect before the FMLA leave.

## **Mental Health Parity & Addiction Equity Act (MHPAEA)**

The MHPAEA applies only to employers with more than 50 employees. If applicable to this Plan, the MHPAEA applies to class health benefits provided under this Plan that provide both medical and surgical benefits as well as mental health or substance use disorder benefits. The MHPAEA requires that:

- The financial requirements that apply to mental health or substance use disorder benefits cannot be more restrictive than the predominant financial requirements that apply to substantially all medical and surgical benefits under the Plan, and no separate cost-sharing requirements can be applied only to mental health or substance use disorder benefits.
- The treatment limitations that apply to mental health or substance use disorder benefits cannot be more restrictive than the predominant treatment limitations that apply to substantially all medical and surgical benefits under the Plan, and no separate treatment limitations can be applied only to mental health or substance use disorder benefits.

The component plan determines what mental health condition and/or substance use disorder coverage is provided.

You may request information from your employer-sponsored health plan or your group insurer regarding treatment limitations that may affect your access to mental health or substance use disorder benefits, including nonquantitative treatment limitation (NQTL) analysis.

## **USERRA**

The Uniformed Services Employment and Reemployment Rights Act (USERRA), protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from

discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

### **Reemployment Rights**

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- You ensure that your employer receives advance written or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with that particular employer;
- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

### **Right to Be Free From Discrimination and Retaliation**

If you are a past or present member of the uniformed service; have applied for membership in the uniformed service; or are obligated to serve in the uniformed service; then an employer may not deny you: initial employment; reemployment; retention in employment; promotion; or any benefit of employment because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

### **Health Insurance Protection**

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

### **Enforcement**

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at **<http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at **<https://webapps.dol.gov/elaws/vets/userra/>**. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

## **Genetic Information Nondiscrimination Act of 2008 (“GINA”)**

The Genetic Information Nondiscrimination Act of 2008 (“GINA”) prohibits the Plan from discriminating against individuals on the basis of genetic information in providing any of the benefits under provided benefit plans.

GINA generally:

- Prohibits the Plan from adjusting premium or contribution amounts for a group on the basis of genetic information;
- Prohibits the Plan from requesting or mandating that an individual or family member of an individual undergo a genetic test, provided that such prohibition does not limit the authority of a health care professional to request an individual to undergo a genetic test, or preclude a group health plan from obtaining or using the results of a genetic test in making a determination regarding payment;
- Allows the Plan to request, but not mandate, that a participant or beneficiary undergo a genetic test for research purposes if the Plan does not use the information for underwriting purposes and meets certain disclosure requirements; and
- Prohibits the Plan from requesting, requiring, or purchasing genetic information for underwriting purposes, or with respect to any individual in advance of or in connection with such individual’s enrollment.

## **Michelle’s Law**

Michelle’s Law is a federal law that requires certain group health plans to continue eligibility for adult dependent children who are students attending a post-secondary school, where the children would otherwise cease to be considered eligible students due to a medically necessary leave of absence from school. In such a case, the Plan must continue to treat the child as eligible up to the earlier of:

- The date that is one year following the date the medically necessary leave of absence began; or the date coverage would otherwise terminate under the Plan.

For the protections of Michelle’s Law to apply, the child must:

- Be a dependent child, under the terms of the Plan, of a participant or beneficiary; and
- Have been enrolled in the Plan, and as a student at a post-secondary educational institution, immediately preceding the first day of the medically necessary leave of absence.

“Medically necessary leave of absence” means any change in enrollment at the post-secondary school 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 Plan.

If you believe your child is eligible for this continued eligibility, you must provide to the Plan a written certification by his or her treating physician that the child is suffering from a serious illness or injury and that the leave of absence is medically necessary.

If you have any questions regarding the information contained in this notice or your child's right to Michelle's Law's continued coverage, you should contact the Plan Administrator.

### **Discrimination is Against the Law**

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

The Company:

- 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 formats)
- Provides 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, contact the Plan Administrator.

If your Company has fifteen (15) or more Employees and you believe that The Company has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, refer to the Plan Administrator for Grievance Procedures or if you need help filing a grievance. A grievance can be filed in person, by mail, fax, or email.

You can also file a civil rights complaint with the U.S. 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:

U.S. Department of Health and Human Services  
200 Independence Avenue, SW  
Room 509F, HHH Building  
Washington, D.C. 20201  
1-800-368-1019, 800-537-7697 (TDD)

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

### **Participant's Responsibilities**

Each Participant shall be responsible for providing the Plan Administrator, Claims Administrator, if applicable, and the Company and, if required by an Insurance Company or Third Party Administrator, with respect to a fully-insured benefit, the Insurance Company with his or her current address. If required by the Insurance Company, with respect to a fully-insured benefit, each Employee who is a Participant shall be responsible for providing the Insurance Company with the address of each of his or her covered eligible dependents. Any notices required or permitted to be given to a Participant hereunder shall be deemed given if directed to the address most recently provided by the Participant and mailed by first class United States mail. The Insurance Companies, the Plan Administrator and the Company shall have no obligation or duty to locate a Participant.

**Documenting Eligibility for Enrollment and Benefits** Any person claiming benefits under the Plan shall furnish the Plan Administrator or, with respect to a fully-insured benefit, the Insurance Company or Third Party Administrator with such information and documentation as may be necessary to verify eligibility for and/or entitlement to benefits under the Plan. Refer to details in the component benefit program documents.

The Plan Administrator, Claims Administrator, if applicable, (and, with respect to a fully-insured benefit, the Insurance Company) shall have the right and opportunity to have a Participant examined when benefits are claimed, and when and as often as it may be required during the pendency of any claim under the Plan.

## **2.13. HIPAA PRIVACY AND SECURITY COMPLIANCE**

### **Application**

The Privacy and Security Rules in the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA) apply only to those Component Benefit Programs that constitute group health plans that are subject to HIPAA, and that are self-funded or for which the plan sponsor uses or discloses “protected health information” (PHI). Such group health plans are "Covered Programs" under HIPAA.

### **Privacy and Security Policy**

The Covered Programs will adopt HIPAA privacy and security policies, as appropriate.

### **Business Associate Agreement**

The Covered Programs will enter into a business associate agreement with any persons or entities as may be required by applicable law, as determined by the Plan Administrator.

### **Notice of Privacy Practices**

The Covered Programs will provide each Participant with a notice of privacy practices to the extent required by applicable law.

## **DISCLOSURE TO THE COMPANY**

### **In General**

This Subsection permits the Covered Programs to disclose PHI to the Company to the extent that such PHI is necessary for the Company to carry out its administrative functions related to the Covered Programs.

If part of their job responsibilities include administration or management of the group health plan, there may be times that the following departments have access to an employees PHI: Accounting, IT, Legal, HR, Benefits. Examples of how their job responsibilities may require access to PHI or ePHI include (but are not limited to): payment of claims; review of amounts paid for medical services; legal review of claims or appeals or benefits issues; or access to ePHI that is at rest on (or in transit using) the employer's server, network, Intranet or Internet.

If you have any questions as to the person/persons that have access to this information, please see your plan administrator.

### **Permitted Disclosure**

*1) Permitted Disclosure of Enrollment/Disenrollment Information.* The Covered Programs may disclose to the Company information on whether an individual is participating in the Covered Programs. Enrollment and disenrollment functions performed by the Company are performed on behalf of Participant and beneficiaries of the Covered Programs, and are not plan administration functions. Enrollment and disenrollment information held by the Company is held in its capacity as an employer and is not PHI.

*2) Permitted Uses and Disclosure of Summary Health Information (SHI).* The Covered Programs may disclose Summary Health Information, as defined in the HIPAA privacy rules, to the Company, provided that the Company requests the Summary Health Information for the purpose of (i) obtaining premium bids from health plans for providing health insurance coverage under the Covered Programs; or (ii) modifying, amending, or terminating the Covered Programs.

*3) Information Disclosed Pursuant to a Signed Authorization.* Information disclosed pursuant to a signed authorization that complies with the requirements of 45 CFR 164.508 is not subject to any restrictions, except as specified on the signed authorization.

*4) Permitted and Required Uses and Disclosure of Protected Health Information (PHI) for Plan Administration Purposes.* If the component health plans have not already been amended to include this information, this Wrap document amends them to incorporate the following provisions, which allow the Covered Programs to disclose PHI to the Plan Sponsor for "plan administration purposes" as defined in HIPAA regulations. This includes quality assurance, claims processing, auditing, and



monitoring. The Plan Sponsor shall only use such PHI for purposes of plan administration and not for any employment-related actions or decisions. This section also serves as Certification from the Plan Sponsor that its component Health Programs have been amended to include the following limitations/restrictions:

- *Use and Further Disclosure:* The Company will not use or further disclose PHI other than as permitted or required by the Plan document or as required by all applicable law, including but not limited to the HIPAA privacy rules. When using or disclosing PHI or when requesting PHI from the Covered Programs, the Company will make reasonable efforts to limit the PHI to the minimum amount necessary to accomplish the intended purpose of the use, disclosure or request.
- *Agents and Subcontractors:* The Company will require any agents, including subcontractors, to whom it provides PHI received from the Covered Programs to sign Business Associate Agreements and to agree to the same restrictions and conditions that apply to the Employer, Company or Plan Sponsor with respect to such information.

Questions regarding use of PHI should be directed to the Insurer or Third Party Administrator in question. The Insurer or Third Party Administrator will advise a Plan Participant who wants to exercise any of his/her rights concerning PHI, of the procedures to be followed.

- *Employment-Related Actions:* Except as permitted by the HIPAA privacy rules and other applicable federal and state privacy laws, the Company will not use PHI for employment-related actions and decisions, or in connection with any other employee benefit plan of the Company.
- *Reporting of Improper Use or Disclosure:* In accordance with (16 CFR Part 318), Health Breach Notification Rule, where applicable, agrees to notify both the participants, the Federal Trade Commission and Covered Programs of any use or disclosure of any PHI or electronic PHI provided for Plan Administration purposes that is inconsistent with the uses or disclosures provided for, or that represents a PHI Security Incident, or which the Plan Sponsor or any Business Associate of the Plan Sponsor becomes aware.
- *Adequate Separation.* *The Company will ensure that adequate protection of PHI and separation between the Covered Programs and the Company (i.e., a “firewall”) is established and maintained.*
- *Comply with Individual’s Privacy Rights:* The Company will make available PHI to comply with an individual’s right to access PHI, or to amend PHI (and the Company will make any appropriate amendments); the Company will make available the information required to provide an accounting of disclosures when requested by an individual.
- *Information to HHS:* The Company will make its internal practices, books, and records relating to the use and disclosure of PHI received from the Health Plan available to the

Secretary of Health and Human Services for purposes of determining compliance by the Health Plan with HIPAA's privacy requirements.

- *Return or Destroy PHI:* If feasible, the Company will return or destroy all PHI received from the Health Plan that the Company still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, it will limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

## **2.14. COBRA - CONTINUATION OF HEALTH PLAN COVERAGE**

The Plan Administrator of any group health plan will provide (or have provided) to group health plan participants appropriate continuation of coverage notices in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), if applicable, both upon initial enrollment, and if a Qualifying Event occurs sent to the participating employee's last known address. Plan participants can request a copy of these continuation of coverage notices from the Plan Administrator or Human Resources Department at any time.

Participants are responsible to notify the Plan Administrator or Human Resources Department anytime there is a change of status that could impact continued coverage for dependents such as divorce, child turning age 26, death of a spouse, birth of a child or adoption of a dependent. Participants are also responsible to provide the Plan Administrator and Human Resources Department with their most recent mailing address and contact information.

Plan participants may have rights to continue health care coverage for themselves, spouse or dependents if there is a loss of coverage under the plan as a result of a qualifying event such as shown below. Participating employees and dependents may have to pay the full cost for such coverage, and accept any continuation of coverage options that will be explained in a qualifying event notification. Direct question about continuation of coverage, status changes and qualifying events to the Plan Administrator or Human Resources Department.

### **Qualifying Events**

- A covered employee's termination of employment or reduction of work hours;
- The covered employee becoming entitled to Medicare;
- Divorce or legal separation from the covered employee;
- A dependent child ceasing to be a dependent under the requirements of the plan;
- Death of a covered employee

### **Extension of Certain Timeframes due to the COVID-19 Emergency**

On February 26, 2021, the US Department of Labor announced that, due to the ongoing national emergency caused by the COVID-19 outbreak, certain timeframes required under ERISA and the IRS have been extended. These dates were further clarified by IRS Guidance 2021-58 in October

2021. Specifically, applicable deadlines that fall within the Outbreak Period are extended until the earlier of: (i) the one-year anniversary of the otherwise applicable deadline, or (ii) sixty (60) days after the end of the Outbreak Period. This applies to deadlines applicable to individuals participating in the plan, as well as deadlines applicable to the plan and plan administrators. The deadline extension period is determined on an individual-by-individual or case-by-case basis.

The actual date the compliance timeframe resumes will depend on the date the National Emergency is declared to be over by the Federal Government.

The timeframes for the following plan conditions are extended by this Final Rule:

- HIPAA Special Enrollment Periods (“COBRA Qualifying Events”)
- COBRA Election periods
- The date for making COBRA premium payments
- The date for qualified beneficiaries to notify the COBRA administrator of a qualifying event or a determination of disability
- The date for filing a benefits claim
- The date for filing an appeal of an adverse benefit determination
- The date for requesting an external review of an adverse benefit determination
- The date for filing a corrected request for external review, in the event the initial request was incomplete.

## **2.15. STATEMENT OF ERISA RIGHTS**

The Employee Retirement Income Security Act of 1974 (ERISA) provides that all Plan participants shall be entitled to the rights discussed below. Note that Cafeteria Plans, including any Dependent Care Flexible Spending Arrangement offered under the Cafeteria Plan, is not subject to ERISA.

### **Receive Information about Your Plan and Benefits**

Examine, without charge, at the Plan Administrator's office and at other specified locations, all documents governing the Plan, including insurance contracts and if the group has 100 or more participants, a copy of the latest annual report (Form 5500 Series) filed by the Plan with the US Department of Labor. Obtain, upon written request to the Plan Administrator, copies of documents governing the operation of the Plan, including insurance contracts and collective bargaining agreements, and copies of the latest annual report (Form 5500 Series, if 100 or more participants) and updated Summary Plan Description. Receive a summary of the Plan's annual financial report.

### **Foreign Language**

This document contains a summary in English of your plan rights and benefits under the group health plan. If you have difficulty understanding any part of this document, contact the Plan Administrator indicated above.

### **Prudent Actions by Plan Fiduciaries**

In addition to creating rights for plan participants ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interests of you and other plan participants and beneficiaries. No one, including your employer, your union, or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA.

### **Enforce Your Rights**

If your claim for a welfare benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules. Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of plan documents or the latest annual report from the Plan and do not receive them within 30 days, you may file suit in a federal court. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or federal court. In addition, if you disagree with the Plan's decision or lack thereof concerning the qualified status of a domestic relations order or a medical child support order, you may file suit in federal court. If it should happen that Plan fiduciaries misuse the Plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the US Department of Labor, or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

### **Assistance with Your Questions**

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the Plan Administrator, you should contact the nearest office of the Employee Benefit Security Administration (EBSA) US Department of Labor, listed in your telephone directory or (866) 444-3272. You may also obtain EBSA contact information at: <https://www.dol.gov/agencies/ebsa/about-ebsa/ask-a-question/ask-ebsa>. You may further obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the EBSA.

## **SECTION 3: GENERAL PROVISIONS**

### **3.1. NO RIGHT TO EMPLOYMENT**

Nothing contained in this Plan will be construed as a contract of employment between the Company and you, or as a right of any Employee to continue in the employment of the Company, or as a limitation of the right of the Company to discharge any of its employees, with or without cause "at will".

### **3.2. GOVERNING LAW**

The Plan will be construed in accordance with and governed by the laws of the state or commonwealth of organization of the Plan Sponsor to the extent not preempted by federal law. The Plan hereby incorporates by reference any provisions required by state law to the extent not preempted by Federal law.

### **3.3. TAX EFFECT – NOTICE ABOUT PRE-TAX PAYMENTS AND POSSIBLE EFFECT ON FUTURE SOCIAL SECURITY BENEFITS**

Where possible, the Company provides benefits under the Plan on a pre-tax basis in accordance with federal tax law. Some benefits may be obtained on an after-tax basis. The Company does not represent or guarantee that any particular federal, state or local income, payroll, personal property or other tax consequence will result from participation in this Plan. You should consult with your professional tax advisor to determine the tax consequences of your participation in this Plan.

If this Plan allows you to pay for benefits on a pre-tax basis, you will not pay Social Security taxes on the pre-tax dollars you use to pay for coverage. As a result, the earnings used to calculate your Social Security benefits at retirement will not include these contributions. This could result in a small reduction in the Social Security benefit you receive at retirement. However, your savings on current taxes under the Plan normally will be greater than any eventual reduction in Social Security benefits.

### **3.4. REFUND OF PREMIUM CONTRIBUTIONS**

For fully-insured component benefit programs, the Plan will comply with Department of Labor (DOL) guidance regarding refunds (e.g., dividends, demutualization, experience adjustments, and/or medical loss ratio rebates (MLR) of insurance premiums). To the extent that the Company receives rebates determined to be plan assets to the extent amounts are attributable to insurance premiums paid by Participants, the rebates will (a) be distributed within 90 days of receipt to the Participants covered by the policy to which the rebate relates under a reasonable, fair, and objective allocation method or (b) if distributing the rebates would not be cost-effective because the amounts are small or would give rise to tax consequences to the Participants, the rebates may be used to pay future Participant premiums or for benefit enhancements which benefit the Participants covered by the policy to which the rebate relates. Such determination will be made by the Plan Administrator, acting in its fiduciary capacity, after weighing the cost to the Plan and the competing interest of participants. Any rebates attributable to insurance premiums paid by the Company shall be retained by the Company.

### **3.5. FACILITY OF PAYMENT**

When, in the Company or its designated representative's opinion, any Participant under the Plan is under a legal disability or is incapacitated in any way so as to be unable to manage his financial affairs, the Company or its representative may direct that payments be made to such Participant's legal representative or withhold payment pending an adjudication of the Participant's legal capacity and the appointment of a legal representative. The Company or its designated representative may also direct that payment be applied for the benefit of the Participant any way the Company considers advisable. Any payment made by the Plan in good faith pursuant to this provision shall fully discharge the Plan, the Company or the Employer to the extent of such payment. Any payment requirement shall include payments to a Participant's beneficiary in the case of death benefits paid under the Plan.

### **3.6. DATA**

Participants who may receive benefits under the Plan must furnish the Company, or its designated representatives such documents, evidence, information, releases or authorizations, as it considers necessary or desirable for the purpose of administering the Plan, or to protect the Company. It shall be a condition of the Plan that each such person must furnish such information promptly and sign such documents as the Company may require before any benefits become payable under the Plan.

### **3.7. ELECTRONIC COMMUNICATIONS**

Whenever an Employee, Participant, Spouse, other Dependent or beneficiary is required to provide information or perform a written process, the Plan Administrator may, in its discretion, permit or require that electronic means be used. In addition, meetings with the Plan Administrator may be held in person or through electronic or telephonic means or a combination thereof and written actions of the Plan Administrator may be taken using electronic or conventional means. In the use of electronic communication, the Plan Administrator shall follow all guidelines published by the Department of Labor and the Internal Revenue Service.

### **3.8. NON-ASSIGNABILITY AND SPENDTHRIFT CLAUSE**

To the extent permitted by law, the benefits or payments under the Plan will not be subject to alienation, sale, assignment, pledge, attachment, garnishment, execution, encumbrance or other transfer, nor will they be subject to any claim by any creditor of any Participant under the Plan other than a physician or treatment facility so authorized by the Participant or to legal process by an creditor of any Participant (except in the case of death or obligations owed to the Company). Any attempt to circumvent these provisions shall be considered null and void.

### **3.9. SEVERABILITY OF PROVISIONS**

If any provision of the Plan is held invalid or unenforceable, such invalidity or unenforceability will not affect any other provisions hereof, and the Plan will be construed and enforced as if such provisions had not been included.

### **3.10. EFFECT OF MISTAKES**

In the event of a mistake as to the eligibility or participation of an Employee, or the allocations made to the account of any Participant, or the amount of distributions made or to be made to a Participant or other person, the Plan Administrator will, to the extent it deems possible, cause to be allocated or cause to be withheld or accelerated, or otherwise make adjustment of, such amounts as will in its judgment accord to such Participant or other person the credits to the account or distributions to which he is properly entitled under the Plan. Such action by the Administrator may include withholding of any amounts due the Plan or the Company from Compensation paid by the Company.

### **3.11. COMPLIANCE WITH STATE AND FEDERAL MANDATES**

With respect to all Component Programs, the Plan will comply, to the extent applicable, with the requirements of all applicable laws, such as USERRA, COBRA, FMLA, HIPAA, WHCRA, the Health Information Technology for Economic and Clinical Health Act, the Newborns' and Mothers' Health Protection Act of 1996, as amended, the Mental Health Parity Act, the Mental Health Parity Addiction Equity Act, and the Genetic Information Nondiscrimination Act of 2008 ("GINA").

### **3.12. COMPONENT BENEFIT PROGRAM - PROVIDER COMPANIES**

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.

Type or Plan Name: OAP 500 NATIONAL

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 63980

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.

Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.

Type or Plan Name: OAP 1000

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 63980

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.

Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.  
Type or Plan Name: OAP 1500  
Plan Funding: Fully-Insured, Group Medical Insurance  
Policy Number: 63980  
Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.  
Provider Address: PO Box 182223, Chattanooga, TN 37422-7223  
Provider Phone: (800) 244-6224  
Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.  
Type or Plan Name: OAP 2500  
Plan Funding: Fully-Insured, Group Medical Insurance  
Policy Number: 63980  
Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.  
Provider Address: PO Box 182223, Chattanooga, TN 37422-7223  
Provider Phone: (800) 244-6224  
Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.  
Type or Plan Name: OAP 3000  
Plan Funding: Fully-Insured, Group Medical Insurance  
Policy Number: 63980  
Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.  
Provider Address: PO Box 182223, Chattanooga, TN 37422-7223  
Provider Phone: (800) 244-6224  
Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.  
Type or Plan Name: OAP 3000  
Plan Funding: Fully-Insured, Group Medical Insurance  
Policy Number: 63980  
Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.



Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.

Type or Plan Name: OAP 5000

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 63980

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.

Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.

Type or Plan Name: OAP 6350

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 63980

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.

Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.

Type or Plan Name: HDHP 3000 80%

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 63980

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.

Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.

Type or Plan Name: HDHP 3000 100%

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 63980

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.

Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.

Type or Plan Name: HDHP 5000 100%

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 63980

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.

Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.

Type or Plan Name: PPO LP 2000

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 63980

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.

Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.

Type or Plan Name: PPO LP 5000

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 63980

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.

Provider Address: PO Box 182223, Chattanooga, TN 37422-7223

Provider Phone: (800) 244-6224

Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.  
Type or Plan Name: PPO LP 7500  
Plan Funding: Fully-Insured, Group Medical Insurance  
Policy Number: 63980  
Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.  
Provider Address: PO Box 182223, Chattanooga, TN 37422-7223  
Provider Phone: (800) 244-6224  
Provider URL: <https://www.mycigna.com/>

**Type: Medical Insurance**

Name of Provider: Cigna Health and Life Insurance Co.  
Type or Plan Name: OAP 150 NEW YORK  
Plan Funding: Fully-Insured, Group Medical Insurance  
Policy Number: 63980  
Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Cigna Health and Life Insurance Co.  
Provider Address: PO Box 182223, Chattanooga, TN 37422-7223  
Provider Phone: (800) 244-6224  
Provider URL: <https://www.mycigna.com/>

**Health Savings Account (HSA)**

Participants in the medical insurance may be eligible to participate in a Health Savings Account (HSA) allowing them to make contributions to the HSA which can be used towards eligible uncovered medical expenses (e.g. copays and deductibles).

Contributions to this HSA are voluntary with no contribution from the employer.

Note: Health Savings Accounts (HSAs) are not subject to ERISA and are included in this document for informational purposes only.

**Type: Dental Insurance**

Name of Provider: Guardian - Master Plan  
Type or Plan Name: DHMO  
Plan Funding: Fully-Insured, Group Dental Insurance  
Policy Number: 400822  
Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Guardian - Master Plan  
Provider Address: PO BOX 677458, DALLAS, TX 75267-7458  
Provider Phone: (800) 531-9047

Provider URL: <https://www.guardiananytime.com/>

**Type: Dental Insurance**

Name of Provider: Guardian - Master Plan

Type or Plan Name: PPO 1000

Plan Funding: Fully-Insured, Group Dental Insurance

Policy Number: 400822

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Guardian - Master Plan

Provider Address: PO BOX 677458, DALLAS, TX 75267-7458

Provider Phone: 8005319047

Provider URL: <https://www.guardiananytime.com/>

**Type: Dental Insurance**

Name of Provider: Guardian - Master Plan

Type or Plan Name: PPO 1500

Plan Funding: Fully-Insured, Group Dental Insurance

Policy Number: 400822

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Guardian - Master Plan

Provider Address: PO BOX 677458, DALLAS, TX 75267-7458

Provider Phone: 8005319047

Provider URL: <https://www.guardiananytime.com/>

**Type: Dental Insurance**

Name of Provider: Guardian - Master Plan

Type or Plan Name: PPO 2000

Plan Funding: Fully-Insured, Group Dental Insurance

Policy Number: 400822

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Guardian - Master Plan

Provider Address: PO BOX 677458, DALLAS, TX 75267-7458

Provider Phone: 8005319047

Provider URL: <https://www.guardiananytime.com/>

**Type: Dental Insurance**

Name of Provider: Guardian - Master Plan

Type or Plan Name: PPO 3000

Plan Funding: Fully-Insured, Group Dental Insurance

Policy Number: 400822

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Guardian - Master Plan

Plan

Provider Address: PO BOX 677458, DALLAS, TX 75267-7458

Provider Phone: 8005319047

Provider URL: <https://www.guardiananytime.com/>

**Type: Dental Insurance**

Name of Provider: Beam - Master Plan

Type or Plan Name: Beam PPO 1000

Plan Funding: Fully-Insured, Group Dental Insurance

Policy Number: TX06497

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Beam - Master Plan

Provider Address: 226 N 5<sup>th</sup> Floor 4, Columbus, OH 43215

Provider Phone: (800) 648-1179

Provider URL: <https://providers.beam.dental/>

**Type: Dental Insurance**

Name of Provider: Beam - Master Plan

Type or Plan Name: Beam PPO 1500

Plan Funding: Fully-Insured, Group Dental Insurance

Policy Number: TX06497

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Beam - Master Plan

Provider Address: 226 N 5<sup>th</sup> Floor 4, Columbus, OH 43215

Provider Phone: (800) 648-1179

Provider URL: <https://providers.beam.dental/>

**Type: Dental Insurance**

Name of Provider: Beam - Master Plan

Type or Plan Name: Beam PPO 2000

Plan Funding: Fully-Insured, Group Dental Insurance

Policy Number: TX06497

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Beam - Master Plan

Provider Address: 226 N 5<sup>th</sup> Floor 4, Columbus, OH 43215

Provider Phone: (800) 648-1179

Provider URL: <https://providers.beam.dental/>

**Type: Dental Insurance**

Name of Provider: Beam - Master Plan

Type or Plan Name: Beam PPO 2500

Plan Funding: Fully-Insured, Group Dental Insurance

Policy Number: TX06497

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Beam - Master Plan

Provider Address: 226 N 5<sup>th</sup> Floor 4, Columbus, OH 43215

Provider Phone: (800) 648-1179

Provider URL: <https://providers.beam.dental/>

**Type: Vision Insurance**

Name of Provider: Guardian - Master Plan

Plan Funding: Fully-Insured, Group Vision Insurance

Policy Number: 400822

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Guardian - Master Plan

Provider Address: PO BOX 677458, DALLAS, TX 75267-7458

Provider Phone: (800) 531-9047

Provider URL: <https://www.guardiananytime.com/>

**Type: Life/AD&D**

Name of Provider: Unum - Master Plan

Policy Number: 0219704-002

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Unum - Master Plan

Provider Address: 1200 Colonial Life Blvd, Columbia, SC 29210

Provider Phone: (713) 706-4725

Provider URL: <https://www.unum.com/>

**Type: Life/AD&D**

Name of Provider: Unum - Master Plan

Policy Number: 0219705-002

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Unum - Master Plan

Provider Address: 1200 Colonial Life Blvd, Columbia, SC 29210

Provider Phone: 7137064725

Provider URL: <https://www.unum.com/>

**Type: Supplemental**

Type or Plan Name: Accident Plan

Name of Provider: Unum - Master Plan

Policy Number: R0655654

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Unum - Master Plan

Provider Address: 1200 Colonial Life Blvd, Columbia, SC 29210

Provider Phone: (713) 706-4725

Provider URL: <https://www.unum.com/>

**Type: Supplemental**

Type or Plan Name: Critical Illness Plan

Name of Provider: Unum - Master Plan

Policy Number: R0655654

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Unum - Master Plan

Provider Address: 1200 Colonial Life Blvd, Columbia, SC 29210

Provider Phone: 7137064725

Provider URL: <https://www.unum.com/>

**Type: Long-Term Disability**

Name of Provider: Unum - Master Plan

Policy Number: 0219704-002

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Unum - Master Plan

Provider Address: 1200 Colonial Life Blvd, Columbia, SC 29210

Provider Phone: (713) 706-4725

Provider URL: <https://www.unum.com/>

**Type: Long-Term Disability**

Name of Provider: Unum - Master Plan

Policy Number: 0604827-001

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Unum - Master Plan

Provider Address: 1200 Colonial Life Blvd, Columbia, SC 29210

Provider Phone: 7137064725

Provider URL: <https://www.unum.com/>

**Type: Short-Term Disability**

Name of Provider: Unum - Master Plan

Policy Number: 0219704-002

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Unum - Master Plan

Provider Address: 1200 Colonial Life Blvd, Columbia, SC 29210

Provider Phone: (713) 706-4725

Provider URL: <https://www.unum.com/>

**Type: Short-Term Disability**

Name of Provider: Unum - Master Plan

Policy Number: 0604827-001

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Unum - Master Plan

Provider Address: 1200 Colonial Life Blvd, Columbia, SC 29210

Provider Phone: 7137064725

Provider URL: <https://www.unum.com/>

**Type: Telemedicine**

Name of Provider: Teledoc Health, Inc

Plan Funding: Fully-Insured, Group Medical Insurance

Policy Number: 212925

Administration: Shared between G&A Outsourcing, Inc. dba G&A Partners & Teledoc Health, Inc

Provider Address: PO Box 3417, Dallas, TX 75312-3417

Provider Phone: (800) 835-3362



## **SECTION 4: DEFINITIONS**

The following words and phrases used herein shall have the following meanings, unless a different meaning is plainly required by the context. Masculine pronouns used in this Plan shall include masculine and feminine gender unless the context indicates otherwise, and words in the singular also include the plural. These are general definitions and the presence of any definition in this section is not, in and of itself, an indication of the existence of a benefit.

**“Cafeteria Plan”** means a cafeteria plan under Code Section 125 sponsored by the Company.

**“Claims Administrator”** means the entity or provider responsible for reviewing and approving insurance claims.

**“COBRA”** means the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.

**“Code”** means the Internal Revenue Code of 1986, as amended.

**“Company”** means the entity or entities or any successor to it by merger, purchase or otherwise and any predecessor which has maintained this Plan or any corporation, sole proprietor, partnership or association that assumes the obligations of this Plan.

**“Component Benefit Programs”** are those benefit programs specified under Provider Companies and contained in previously provided documents, included with this document or available through the Plan Administrator.

**“Component benefit program or plan documents”** include certificates of insurance, group insurance contracts, ERISA plan documents (if self-funded) and governing benefit plan documents for non-insurance benefit programs.

**“Dependent”** means any individual who is or may become eligible for coverage under the terms of a group health plan because of a relationship to a participant.

**“Employee”** means any current or former employee of the Employer who satisfies the eligibility provisions as specified in the applicable benefit plans. The determination of whether an individual is an Employee, an independent contractor or any other classification of worker or service provider and the determination of whether an individual is classified as a member of any particular classification of employees shall be made solely in accordance with the classifications used by the Company and shall not be dependent on, or change due to, the treatment of the individual for any purposes under the Code, common law or any other law, or any determination made by any court or government agency.

**“Employer”** means the Company and any related employers who are participating under this Plan.

**“ERISA”** means the Employee Retirement Income Security Act of 1974, as amended.

**“Form 5500”** The Form 5500 Series is an important compliance, research, and disclosure tool for the Department of Labor, a disclosure document for plan participants and beneficiaries, and a source of information and data for use by other Federal agencies, Congress, and the private sector in assessing employee benefit, tax, and economic

trends and policies. For employers required to submit form 5500 reports (usually 100+ participants on any group plan as of the beginning of the plan year), this document is considered a "wrap" plan so the report is done on the wrap plan as a whole, not each individual plan.

**“FMLA”** means the Family and Medical Leave Act of 1993, as amended. FMLA only applies to covered organizations with 50 or more employees within a 75 mile radius.

**“GINA”** means the Genetic Information Nondiscrimination Act of 2008.

**“HCERA”** means the Health Care and Education Reconciliation Act of 2010.

**“HIPAA”** means the Health Insurance Portability and Accountability Act of 1996, as amended.

**“HITECH”** means the Health Information Technology for Economic and Clinical Health Act.

**“Hour of service”** means (1) each hour for which an employee is paid, or entitled to payment, for the performance of duties for the employer, and (2) each hour for which an employee is paid, or entitled to payment, by the employer for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty, or leave of absence. Hours of service for all employees are credited using actual hours of service from records of hours worked and hours for which payment is made or due.

**“Insurer”** means any insurance company, health maintenance organization, preferred provider organization or any similar organization with whom the Company has contracted for an insured or contractually-established benefit.

**“MHPA”** means the Mental Health Parity Act of 1996.

**“MHPAEA”** means the Paul Wellstone and Pete Domenici Mental Health Parity and Addiction Equity Act.

**“New hire employee”** means an employee who has been employed for less than one complete standard measurement period.

**“Named Fiduciary”** means the individual(s) or entity or entities responsible for either administering benefit plans or the insurance company providing coverage.

**“NMHPA”** means the Newborns' and Mothers' Health Protection Act of 1996, as amended.

**“Ongoing employee”** means an employee who has been employed for at least one complete standard measurement period.

**“Participant”** any employee or former employee of an employer, or any member or former member of an employee organization, who is or may become eligible to receive a benefit of any type from an employee benefit plan.

**“Plan”** means this employee benefit plan, which includes all benefits described in this document.

**“Plan Administrator”** means the person, the committee or the entity specified in this document to be the Administrator, as defined in ERISA Section 3(16)(A).

**“Plan Year”** means a twelve (12) month period specified in this document. The Plan Year also is the accounting period for the Plan.

**“Protected Health Information”** (“PHI”) is individually identifiable health information that is maintained or transmitted by a covered entity, subject to specified exclusions as provided in 45 CFR § 150.103.

**“PPACA”** means the Patient Protection and Affordable Care Act.

**“Spouse”** means an individual who is legally married to a Participant as determined under Revenue Ruling 2013-17 or otherwise defined in component plan documents.

**“Stability Period”** means a designated period of not less than six months (and not less than the corresponding measurement period) during which the employer must offer coverage to all individuals identified as full-time employees during the measurement period, regardless of hours worked during the stability period.

**“USERRA”** means the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended.

**“Variable-hour employee”** means a new employee if, based on the facts and circumstances at the employee's start date, the employer cannot determine whether the employee is reasonably expected to be employed on average at least 30 hours of service per week during the initial measurement period because the employee's hours are variable or otherwise uncertain. For purposes of determining whether an employee is a variable-hour employee, the likelihood that the employee may terminate employment before the end of the initial measurement period will not be considered.

**“WHCRA”** means the Women's Health and Cancer Rights Act of 1998, as amended.

## **SECTION 5: ADDENDUMS**

### **5.1. FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) AND CORONAVIRUS AID RELIEF AND ECONOMIC SECURITY ACT (CARES) ADDENDUM**

#### **Health Savings Accounts for Telehealth Services**

Per section 3701 of the CARES act, for plans beginning before January 1, 2022, participants who elect a high-deductible health plan (HDHP) with a health savings account (HSA), if applicable, will be allowed to cover telehealth services prior to a patient reaching the deductible, increasing access for patients who may have the COVID-19 virus and protecting other patients from potential exposure.

#### **Over-the-Counter Medical Products without Prescription**

Participants in Health Savings Accounts (HSAs) and Flexible Spending Accounts (FSAs), if applicable, are allowed to use funds for the purchase of over-the-counter medical products, and menstrual care products are now included under the term “qualified medical expenses”, including those needed in quarantine and social distancing, without a prescription from the physician. Per section 3702 of the CARES act, there is currently no expiration to this provision.

#### **Coverage of Diagnostic Testing for COVID-19**

Covered testing for COVID-19 will be paid by private insurance plans or self-funded group health plans without cost sharing, including those tests without a EUA by the FDA. Per section 3201 of the CARES act, there is currently no expiration to this provision.

#### **Pricing of Diagnostic Testing**

For COVID-19 testing covered with no cost to patients, an insurer is required to pay either the rate specified in a contract between the provider and the insurer, or, if there is no contract, a cash price posted by the provider. Per section 3202 of the CARES act, there is currently no expiration to this provision.

#### **Rapid Coverage of Preventive Services and Vaccines for Coronavirus**

Participants receive free coverage without cost-sharing of a vaccine. Per section 3203 of the CARES act, there is currently no expiration to this provision.

**IF DURING YOUR NORMAL COURSE OF BUSINESS, YOU REQUIRE A BOARD RESOLUTION OR AN OFFICER APPROVAL FOR YOUR PLAN, SEE BELOW.**

**IN WITNESS WHEREOF**, G&A Outsourcing, Inc. dba G&A Partners, has caused this Plan to be executed in its name and on behalf of its officers there unto duly authorized this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

*This document has legal consequences. The Employer acknowledges that it is advisable to have this document reviewed by legal counsel prior to adoption of this document. The Employer acknowledges that HR Service, Inc., its affiliates, agents, employees and counsel have not been retained to provide any such review.*

**UNANIMOUS WRITTEN CONSENT**

**OF THE BOARD OF DIRECTORS OR OFFICERS OVERSEEING THE COMPANY OF**

**G&A Outsourcing, Inc. dba G&A Partners**

**THE UNDERSIGNED**, consisting of all members of the \_\_\_\_\_ corporation (the "Company") on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ do here by waive any and all requirements for the holding of a meeting of the Board, and in lieu of holding such meeting, do here by take the following actions and adopt the following resolutions by signing this unanimous written consent:

**WHEREAS**, the board or a designated signee desires to adopt the \_\_\_\_\_ Summary Plan Description Wrap (the "Plan") effective \_\_\_\_\_.

**NOW THEREFORE BE IT RESOLVED**, that the Plan is adopted and approved effective \_\_\_\_\_.

**FURTHER RESOLVED**, that the President, Treasurer or Secretary is authorized and directed to take such actions as are appropriate and necessary to adopt the Plan; and

**FURTHER RESOLVED**, that the Secretary of the Company, be and here by is directed to file this Consent with the permanent records of the Company as the duly authorized act of the Board.

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