

KFORCE®

Find Your Bene



To participate in the plan, you must enroll within 25 days of your new hire date. You will receive an email from info@smartben.com.

Click on the Kforce Consultant On Assignment website to view your 2017 Health and Welfare Guide.



"I acknowledge that I have received my Benefits Enrollment Guide and that all future benefits enrollment communications, materials and Summary Plan Descriptions will be located on the Kforce Consultant On Assignment website."

All Benefits communication will be sent to the email provided.

Digitally signed by Lakshmi Lalitha Pragada
Location: lalithapragada@gmail.com
06/22/2017 10:38:11 AM -05:00

BENEFITS ENROLLMENT

HIRE DATE	EFFECTIVE DATE
January 1, 2017 January 2 up to and including January 31, 2017	February 1, 2017 March 1, 2017
February 1, 2017 February 2 up to and including February 28, 2017	March 1, 2017 April 1, 2017
March 1, 2017 March 2 up to and including March 31, 2017	April 1, 2017 May 1, 2017
April 1, 2017 April 2 up to and including April 30, 2017	May 1, 2017 June 1, 2017
May 1, 2017 May 2 up to and including May 31, 2017	June 1, 2017 July 1, 2017
June 1, 2017 June 2 up to and including June 30, 2017	July 1, 2017 August 1, 2017
July 1, 2017 July 2 up to and including July 31, 2017	August 1, 2017 September 1, 2017
August 1, 2017 August 2 up to and including August 31, 2017	September 1, 2017 October 1, 2017
September 1, 2017 September 2 up to and including September 30, 2017	October 1, 2017 November 1, 2017
October 1, 2017 October 2 up to and including October 31, 2017	November 1, 2017 December 1, 2017
November 1, 2017 November 2 up to and including November 30, 2017	December 1, 2017 January 1, 2018
December 1, 2017 December 2 up to and including December 31, 2017	January 1, 2018 February 1, 2018

NEW HIRES

Your benefits become effective on the first of the month following one month of service. To participate, you must enroll **within 25 days** of your new hire date. Please refer to the table to the left for a comprehensive list of effective dates. Any elections made during your initial enrollment period are effective on your benefits effective date and will remain in effect for the entire calendar year unless you experience a qualified life event.

REHIRES

Former employees that are rehired within 30 days of their termination date will be considered a continuing employee and will be reenrolled in the same coverage that was in effect prior to their termination date. The IRS prohibits any changes to these elections. Benefits will be effective as of their rehire date.

Former employees rehired after 30 days but within 13 weeks, will be allowed to make new benefit elections. You must enroll within your enrollment window to have coverage. If you do not enroll, you will not be allowed to enroll until the next open enrollment. Your effective date will be the first of the month following your rehire date.

All other rehired employees will be treated as new hires.

ELIGIBILITY AND ENROLLMENT

Questions?
Contact the
Customer Solutions
Center
866-807-5074

Your eligible dependents may also enroll in Medical, Dental, Vision and Life Insurance coverage subject to certain restrictions.

Eligible dependents include:

Your legal spouse named on a valid government issued marriage certificate AND that does not have Medical coverage provided to them and contributed to by their own employer

- A spouse cannot receive spousal coverage if he or she is an employee of Kforce; if both people work for Kforce, are eligible for benefits described in this guide, and are legally married, you must elect Employee Only coverage or Employee + Child(ren), if applicable.
 - Former spouses – even if the employee is court ordered to provide coverage – are NOT eligible to remain on the Kforce plan.
- Your adult dependent children through the end of the month in which they turn age 26.

- For the purposes of determining whether an individual is an Eligible Dependent, the term “child” and “children” include:
 - (1) natural child
 - (2) a step-child by legal marriage
 - (3) a child who has been legally adopted by the Eligible Employee or placed with the Eligible Employee for adoption
 - (4) an “eligible foster” child (which is an individual who is placed with the taxpayer by an authorized placement agency or by judgment, decree or other order of any court of competent jurisdiction).

DEPENDENT AUDIT PROCESS

Spouses and all children covered under a medical plan will be audited for 2017.

The following is the process you should expect to follow in order to ensure your dependents have coverage for the 2017 plan year.

- After you have completed the enrollment process and confirmed your elections you will receive a verification kit with instructions from Hodges-Mace to verify that your eligible dependents meet the established plan requirements for eligibility
- Carefully review and complete the Dependent Eligibility Matrix and Dependent Verification Affidavit
- Your spouse’s employer may be required to complete a section of the Spousal Healthcare Affidavit if coverage is provided
- Submit ALL REQUIRED VERIFICATION DOCUMENTS noted no later than the deadline that will be listed in the materials you receive
- Documents will be accepted via fax, mail or by uploading to the Hodges-Mace secure site using the information contained within your verification kit
- You will receive confirmation or denial of coverage from Hodges-Mace; you may also check the status of coverage by logging