Information about Health Plan Documents

**Health Plan Sample Folder** – This folder contains sample documents if ever needed for comparison or reference.

**Synap Health Plan Folder**

* **EE** – Contains information on different policies, acts, and laws in healthcare.
* **Hometown Health** – Contains the different plans offered by Hometown Health. Including rates, benefits, etc.
  + [**Guidelines\_for\_distribuition**](../../../Volumes/company/Employment/Health%20Plan/Synap%20Health%20Plan%20Documents/Hometown%20Health%20Plan%20Information/Guidelines_for_Distribution.pdf) – This document is a guideline for the distribution of Hometown Health information to employees.
* **Synap Section 125** – Contains the most important documents in regard to the different plans offered by Synap to its employees.
  + [**Synap\_Premium\_Conversion\_Plan**](../../../Volumes/company/Employment/Health%20Plan/Synap%20Health%20Plan%20Documents/Synap%20Section%20125/Synap_Premium_Conversion_Plan.docx)– This document contains the rules and different regulations when it comes to the Premium Conversion Plan which allows the employees to exclude their insurance from their taxable income.
  + [**Synap\_Premium\_Conversion\_Plan\_SPD**](../../../Volumes/company/Employment/Health%20Plan/Synap%20Health%20Plan%20Documents/Synap%20Section%20125/Synap_Premium_Conversion_SPD.docx) – This document is just a shortened summary version of the original.
  + [**Synap Welfare­ Benefit Plan**](../../../Volumes/company/Employment/Health%20Plan/Synap%20Health%20Plan%20Documents/Synap%20Section%20125/Synap_Wrap_Plan_Document.docx) **–** This document contains the different types of health care insurance Synap offers its employees. Also includes coverage dates and other kinds of information.
  + [**Synap Welfare Benefit Plan SPD**](../../../Volumes/company/Employment/Health%20Plan/Synap%20Health%20Plan%20Documents/Synap%20Section%20125/Synap_Welfare_Benefit_Plan_Wrap_SPD.docx) – This document again is just the condensed version of the full-length document and highlights important information.
  + [**Synap Acknowledgement of Receipt of SPD**](../../../Volumes/company/Employment/Health%20Plan/Synap%20Health%20Plan%20Documents/Synap%20Section%20125/Synap_Employee_Acknowledgement_of_Receipt_of_SPD.docx) – This document is for employees to sign when they receive the whole packet of information.