

Contemporary Staffing Solutions

To: All active employees
From: Contemporary Staffing Solutions
RE: Contemporary Staffing Solutions BasicCare Program

You are eligible to participate in the Contemporary Staffing Solutions BasicCare Program that we sponsor. This program offers you the opportunity to choose BasicAdvantage Total, Essential, Dental, and Term Life/Short-Term Disability insurance plans; however, you may select only one of the BasicAdvantage Total plans. You can also choose to cover your eligible dependents under the BasicAdvantage Total, Essential, Dental, and Term Life plans. The plans are affordably priced and premium payments are deducted directly from your paycheck.

For this upcoming Plan Year, the BasicAdvantage Total plans we are offering are new. We have also decided to offer the Essential plan and Dental plan. The Term Life/Short-Term Disability plans have not changed. With this letter you are being given an Employee Brochure and Enrollment Worksheet detailing the benefits, limitations, exclusions and costs of the plans available in the new Plan Year. Please read through these materials carefully before you decide to enroll.

Eligible employees may enroll in the Contemporary Staffing Solutions BasicCare Program during the Open Enrollment Period that runs from July 17 through July 30, 2019. Results of the Open Enrollment Period will be effective on the first day of the pay period following the pay period in which a premium deduction occurs. Newly hired employees have 31 days to enroll after the date they become eligible. Enrollment is easy! Simply complete the Enrollment Worksheet and call the Enrollment Center or logon to www.enrollforinsurance.com.

If you are already enrolled in the Contemporary Staffing Solutions BasicCare Program, you must re-enroll if you want to maintain insurance coverage in the new Plan Year that begins on August 5, 2019. (Note: Your Summary Plan Description indicates the new Plan Year would begin on June 3, 2019; however, we decided to extend the current Plan Year through August 4, 2019.) You must complete the Enrollment Worksheet and contact the Enrollment Center or logon to www.enrollforinsurance.com by July 30, 2019. Once you re-enroll, your new coverage election will be effective on the first day of the pay period following the pay period in which a premium deduction occurs. A new Summary Plan Description and ID Cards will be mailed to your address, as shown in our files. If you do not re-enroll during the Open Enrollment Period, your coverage will terminate August 4, 2019 and you will have to wait until the next Open Enrollment Period or, if sooner, when you experience a qualified life event.

We are very pleased that we have continued our partnership with Reliance Standard Life Insurance Company, the underwriter of this program.

To enroll, please call the Enrollment Center at 1-800-766-5710 or logon to www.enrollforinsurance.com. Representatives will be available beginning June 11, 2018, Monday through Friday, 8:30 AM to 5:30 PM Eastern Time.

Este folleto contiene un resumen en inglés de su Programa de Beneficios de Grupo. Si usted tiene dificultad en entender cualquier parte de esta folleto, llame al número gratuito 1-800-766-5710. Nuestros representantes de consulta están disponibles de 8:30 a.m. a 8:00 p.m., lunes a viernes (hora del Este).