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Visit [PEBA TV](#) now!

Sign up for diabetes workshop

On Wednesday, July 13, 2016, a diabetes education workshop will be offered at Trident Technical College (7000 Rivers Avenue, North Charleston, S.C.) The workshop will be held from noon to 1 p.m. in the Student Center, Room 216. Click [here](#) to register.

This workshop will help State Health Plan members learn more about diabetes and give them tips to help control or improve their overall health and live healthier lives. For questions, please email wellness@peba.sc.gov or call 803.737.5713.

IRS error reports

If your group receives an error report from the Internal Revenue Service (IRS) on your 1095 electronic submission due to an incorrect Social Security number, please complete the dependent Social Security Number Form. Be sure to write "ACA correction" on the form. At this time, PEBA will allow you to temporarily submit changes without a Social Security card.

Health, basic dental premiums will increase for employers 1/1/17

Employer premiums for the State Health Plan will increase 0.8 percent beginning January 1, 2017. The increase applies to all tiers of coverage. The premium paid by employers for basic dental coverage will increase to \$13.48 from \$11.72 per month effective January 1, 2017. Dental Plus premiums will not change for 2017. There will not be any increases in the employee premiums for the health or basic dental and Dental Plus plans for the 2017 plan year.

Upcoming PEBA Perks workshops

PEBA offers several preventive health benefits at no cost to State Health Plan primary members. Learn more about these benefits at an upcoming workshop:

- July 11 in Columbia, SC
- July 21 in Bluffton, SC
- July 26 in Hartsville, SC

Register at www.peba.sc.gov/events.

Participating optional employers, those whose health insurance rates are subject to an annual experience rating, should apply any experience rating load factor to this increase. PEBA mailed load-factor letters to optional employers during the week of March 7.

Hotel accommodations for BAW

The deadline to register for the 2016 BAW conference is a month away. Visit www.peba.sc.gov/baw.html for the conference agenda, workshop descriptions and to register.

The Hilton Columbia is offering a conference discount room rate of \$109 per night. To make reservations, visit its [website](#).

For conference questions, please contact Tiffany Latimer at 803.737.7508 or tlatimer@peba.sc.gov.

Adoption assistance available

PEBA is pleased to announce the State Employee Adoption Assistance Program has been approved for fiscal year 2016-2017.

Eligible employees who finalized an adoption between July 1, 2015, and June 30, 2016, may apply for financial assistance relating to the adoption. Applications will be accepted from July 1, 2016, through September 30, 2016. The maximum amount for adopting a non-special needs child is \$5,000, and the maximum amount for adopting a special needs child is \$10,000.

Eligible employees include permanent or probationary full-time or part-time employees of any department, institution, board, commission, council, division, bureau, center, school, hospital or other agency of the state of South Carolina. Law enforcement officers and employees of public schools and special purpose districts also are eligible.

Employees are required to participate in an insurance program offered through PEBA and be employed with an employer that participates in insurance programs offered through PEBA when the adoption is submitted, when the adoption is finalized and when the benefit is paid.

The financial assistance employees received through the Adoption Assistance Program is subject to federal income and FICA payroll taxes, but it is not subject to state income taxes.

The employer is responsible for the employer payroll tax match. This amount is reported on the individual's W-2 form at the end of the year. The employee is responsible for calculating and paying any federal income taxes due as a result of the financial assistance.

According to IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits, employers should report all qualifying adoption expenses reimbursed to an employee under an adoption assistance program. PEBA will withhold the employee's share of the FICA payroll taxes from the adoption assistance benefit. The withholdings will be sent to the employer.

For an application, contact PEBA's Insurance Financial Services department at 803.734.1696.



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803.737.6800 | 888.260.9430
www.peba.sc.gov
Monday-Friday, 8:30 a.m.-5 p.m.

Not all employers participate in a PEBA-administered retirement plan or insurance programs. Please disregard any information not applicable to you.

Data classification: public information



July 12, 2016

2016 Legislative update

IBGs available by request

Updated insurance and retirement fliers

Employer Advisory Group meeting scheduled

Appeal of Exchange Subsidy notices

Get connected with PEBA



Visit **PEBA TV** now!

Appeal of exchange subsidy notices

PEBA will be sending email notices on guidance on appealing Exchange Subsidy Notices. Watch your inbox for it soon!

Are you connected with PEBA?

June and July are popular months for retirement.

If you are the authorizing agent for your employer, please don't

2016 legislative update

The 2016 legislative update includes a summary of legislation related to insurance and retirement benefits that was enacted into law during the 2016 South Carolina General Assembly session. Please read it thoroughly and share with your employees as it outlines important changes that may affect their benefits.

Insurance Benefits Guides available by request

Printed copies of the 2016 *Insurance Benefits Guide* (IBG) are still available. Please keep this in mind as you bring in new hires throughout the remainder of the year. To request printed copies of the 2016 IBG, send an email to communications@peba.sc.gov. Be sure to include your contact information, address and desired quantity.

Out with the old, in with the

forget to update any relevant personnel changes on PEBA's **Employee Benefits Services (EBS)** and **Electronic Employer Services (EES)** websites. PEBA uses the contact information you provide in these systems to send emails with essential updates and information. To add EBS access for a new employee, complete the appropriate form located [here](#). To add EES access for a new employee, complete the appropriate form located [here](#).

new

Many retirement and insurance fliers, including a flier on how to order replacement identification cards, have recently been updated. Be sure to check [PEBA's website](#) for the most recent versions. Also, don't forget to visit PEBA's **Health Hub**! The Hub has downloadable turnkey toolkits you can use to educate your employees about health issues and other health information you may want to highlight.

State agencies encouraged to attend July 27 Employer Advisory Group

An open discussion for state agency benefits administrators with Jennifer Dolder, PEBA's director of Employer Services, is scheduled from 10 a.m. until noon on Wednesday, July 27, at PEBA's office.

If you are interested in attending, email EmployerServices@peba.sc.gov to register. If space is available, a confirmation email will be sent to you. We look forward to hearing from you!



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July 19, 2016

Document myFBMC transactions
State ORP vendor makes changes
Rejection: nobody likes it
EBS, MyBenefits unavailable
Going once, going twice ...
Stay connected



Visit **PEBA TV** now!

Rejection: nobody likes it

PEBA wants to reduce the number of rejections to your group. Therefore, if we can verify information with a phone call to you, we will. A space for your phone number has been added on the insurance *Active Notice of Election* form, and you can find the updated form online at <http://peba.sc.gov/iforms.html>. Please provide your phone number so we can contact you if needed.

EBS, MyBenefits unavailable during

Documentation required for myFBMC card transactions

The Internal Revenue Service (IRS) issued rules regarding claims substantiation for spending account debit cards. To avoid IRS tax penalties, participants should provide documentation to WageWorks for review and substantiation. Undocumented transaction amounts will be reported to the IRS as income on a participant's 2016 W-2 or 1099 form and will become subject to all applicable employment taxes, including federal and state income tax withholding and FICA.

Participants who use their myFBMC card for MoneyPlus medical spending account reimbursements should provide documentation those transactions.

To view myFBMC card transactions, login to www.myFBMC.com. Select "My Account." Choose "My Card Transactions" and select "Previous Year Payment Card Transactions" from the menu box. Click "Go" to see a list of transactions for the 2015 plan year. Transactions marked as ineligible require documentation.

To avoid tax consequences, two options are available for participants:

1. Submit proper documentation for the outstanding, unsubstantiated expense(s). Fax documentation to WageWorks at 888.800.5217. The documentation must contain the name of

maintenance

Beginning at 5 p.m. Wednesday, July 20 through 8 a.m. Thursday, July 21, Employee Benefits Services (EBS) and MyBenefits will be temporarily unavailable for scheduled maintenance. Normal access will resume promptly after this time.

Going once, going twice ...

If you need additional printed copies of the 2016 *Insurance Benefits Guide* (IBG), we've got you covered. To request printed copies, send an email to communications@peba.sc.gov. Be sure to include your contact information, address and desired quantity.

person receiving service, service date, type of service, the service provider and the amount paid for the service.

2. Submit other eligible paper claims with third-party receipts in amounts equal to, or greater than, the unsubstantiated claim(s). These paper claims will be automatically substituted to offset the undocumented card transactions. The substituted claims must be for expenses incurred within the same plan year as the undocumented transactions.

For questions, call WageWorks at 800.342.8017, Monday- Friday, 7 a.m. - 10 p.m., ET.

State ORP vendor makes changes to field and educational services

MetLife Premier Client Group, the group responsible for providing field and educational services to MetLife State Optional Retirement Program (State ORP) participants and participating employers, is being acquired by Massachusetts Mutual Life Insurance Company (MassMutual). The acquisition is expected to be completed in the coming months.

The role of financial service representatives assigned to support MetLife State ORP participants and participating employers will not change. While the company the representatives are employed by is changing to MassMutual, the same local financial service representatives that currently service the Plan will continue to support MetLife State ORP participants in meeting their retirement goals, as well as participating employers with ongoing enrollment and education.

Additionally, MetLife will continue to provide administrative service to participating employers and MetLife State ORP participants. For plan support, participants should continue to contact participant services at 800.543.2520 or online at www.metlife.com/scorp.

If you have questions about the transition, please contact David Johnson, MetLife's workplace sales director, at 980.949.4249.

Stay connected with PEBA

Facebook recently changed the way it populates your news feed. This may mean PEBA's updates don't show up easily or as often. Here are some tips from [The Island Packet](#) and [The Beaufort Gazette](#) to ensure you see the posts you want in your feed:

Computer users:

- Go to PEBA's Facebook page (www.facebook.com/SCPEBA).
- If you see the word Like, click it once to turn it to Liked, then click again and chose See First and On. If you want to control how you're notified when we post something new, click the small pencil icon next to the word Notification and make your choices.
- If you see the work Liked, roll your cursor over it and then choose See First and On. If you want to control

how you're notified when we post something new, click the small pencil icon next to the work Notification.

For phone or tablet users:

- Go to PEBA's Facebook page (www.facebook.com/SCPEBA).
- Under the photo at the top, find the word Follow or Following or See First.
- If you see the word Following, click on it and then click See First.
- If you see the word Follow, click it and then click See First.
- If you see the words See First, you're way ahead of the game and don't need to do anything at all.

Follow these steps for any Facebook page you want to be sure is included in your news feed.



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July 26, 2016

Federal law restricts information sharing

Best practices for website well-being program

Colonoscopy workshop scheduled

Maintenance scheduled for EBS, MyBenefits



Visit **PEBA TV** now!

EBS, MyBenefits unavailable during maintenance

Beginning at 5 p.m. Thursday, July 28 through 8 a.m. Friday, July 29, Employee Benefits Services (EBS) and MyBenefits will be temporarily unavailable for scheduled maintenance. Normal access will resume promptly after this time.

Webinar: Best practices for your worksite well-being

Federal law restricts information sharing

When contacting PEBA's Customer Contact Center, please be aware our staff follow these policies to adhere to the Health Insurance Portability and Accountability Act (HIPAA):

- When you call, you must provide your name and group number. The counselor can only give you information about your employees and cannot provide information about another group's employees.
- If a new employee is joining your group as a transfer, the employee must be in a transfer status for the counselor to release information to you. If the employee is not in transfer status, or the employee has not been terminated from the old group, the counselor will tell you which group the employee is covered under and refer you to that group for information.
- If a new employee has already been terminated from his previous employer, you can enroll the employee using EBS. All information about the employee's coverage will be displayed. In this case, you do not need to contact PEBA for coverage information.

program

Are you ready to take your worksite well-being program to the next level? Are you just wondering where to start? Get some tips from Irmo High School, one of this year's LiveLifeBlue employer award winners.

Join BlueCross BlueShield of South Carolina and Patricia Powell, RN and wellness coordinator for Irmo High School's Bee Fit program, on August 2 from 10-11 a.m. to hear creative, yet practical, ideas for building a healthier workplace.

Register to attend the webinar [online](#).

Greenville colonoscopy education workshop scheduled

A regular colorectal cancer screening is one of the best ways to prevent colorectal cancer. Screenings can find colon growths in a timely manner and allow you to have them removed before they develop into cancer. Unfortunately, only about half the people eligible for a colorectal cancer screening get one.

An opportunity to learn more about colonoscopies will be offered from noon until 1 p.m. on Tuesday, August 23, at Greenville Technical College's nursing building (Bldg. 117) in room 119. Greenville Technical College is located at 506 S. Pleasantburg Drive, Greenville, S.C. The deadline to [register](#) for the workshop is Thursday, August 18.

Dr. Stephen Yarborough, M.D., of Gastroenterology Associates, PA, will be the speaker. A light lunch will be served.

If you have questions, send an email to wellness@peba.sc.gov or call 803.737.5713.



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