

November is Beneficiary Month

Time to Update Your Beneficiaries

November is Beneficiary Month. During this month, employees are encouraged to review and update beneficiaries, taking care of this important task, rather than leaving it to their families (or the State, the insurance companies, the financial institutions, the lawyers and the courts) to figure out later.

On the [Life Insurance page](#) of the Employee Benefits website, you can view a [two-minute video](#) about the importance of designating beneficiaries. This video defines the types of beneficiaries, providing examples and considerations when making your decision.

Designating beneficiaries is done in the online [Benefits Administration System \(BAS\)](#) (username and password required). Instructions for listing or updating beneficiaries are available at the Employee Benefits website, www.colorado.gov/dpa/dhr/benefits, under "Managing Your Benefits." These instructions address the State's life insurance, offered through Minnesota Life, as well as PERA products (retirement accounts, PERA life insurance).



Wills & Trusts

Do you have a valid will? Do you know if you should have a trust set up for your children and how to set one up? Considering beneficiaries often leads to questions about wills, trusts, estates, and other legal matters.

All employees covered by the Minnesota Life, state-paid Employee Basic life insurance plan have access to will preparation and legal services, including attorneys who can discuss wills, estate planning and other legal needs.

(see [Wills](#) on page 2)

Choosing a Beneficiary

Who or what can be a beneficiary?

- ✓ One, two or more people.
- ✓ A trust you have established, with proceeds administered by a trustee.
- ✓ A charity.
- ✓ Your estate.

Primary Beneficiary—

These are the first people who will be the beneficiaries of the proceeds of your life insurance or financial accounts. You can

have multiple primary beneficiaries, each with a different share, so long as the total for all primary beneficiaries equals 100%. For example, if an employee has two children and wants each of them to receive an equal share of the employee's life insurance, each would be listed as a primary beneficiary, with each designated to receive 50%.



Contingent Beneficiary—If the primary beneficiary(ies) is no longer living, the benefit is paid to this person or persons. Think of them as the "back-up" beneficiaries. For example, many people list a spouse as a primary beneficiary, while listing their children or other family members (brothers, sisters, parents) as contingents. There can be multiple contingent beneficiaries so long as all the shares total 100%.

How to choose?—Consider the need to provide for your family after your death. Also consider who will need money or will incur expenses at your death. Go through these and other personal, family and financial questions as you decide.

State Life Insurance (Basic and Optional)—The beneficiaries an employee lists for the State life insurance apply to *both* the state-paid Employee Basic coverage, as well as the Employee Optional Life insurance.

State Spouse and Child Optional Life—Only the State employee can be the beneficiary for these policies.

Ex-Spouses—Colorado state law forbids you from naming, or continuing to have, an ex-spouse as a beneficiary without additional court documents.

(Wills from page 1)

Features of the Program

- ✓ Free consultation with an attorney—30 minutes for each legal topic, in person or over the phone. Discuss current or future legal matters or have documents reviewed.
- ✓ Create legally valid legal documents, often in less than an hour—wills, financial power of attorney, living wills or final arrangements.
- ✓ Referral to local attorneys—call 1.877.849.6034.
- ✓ Get your legal questions answered—Explore a library of legal information and resources.
- ✓ Retain an attorney at a 25% discount—After initial free consultation, you can retain your attorney for 25% off the normal hourly rate.

For any of these services call 1.877.849.6034, or visit www.lifeworks.com and use the username **will** and the password **preparation**. Legal services are provided by Ceridian Life-Works.

Find more information at the State’s **Life Insurance web page**—click on “Will Preparation and Legal Services” in the “Other Programs” section.

Life Insurance Terminology

AD&D INSURANCE AD&D is insurance for accidental death or dismemberment by accidental injury which is unintended, unexpected and unforeseen. The State’s group policy is a Life and AD&D policy. For accidental death, the additional benefit is equal to the amount of life insurance for which the employee is insured. For dismemberment, the amount of benefit varies depending on the injury. More information can be found in the Certificate of Coverage on the [Life Insurance web page](#).

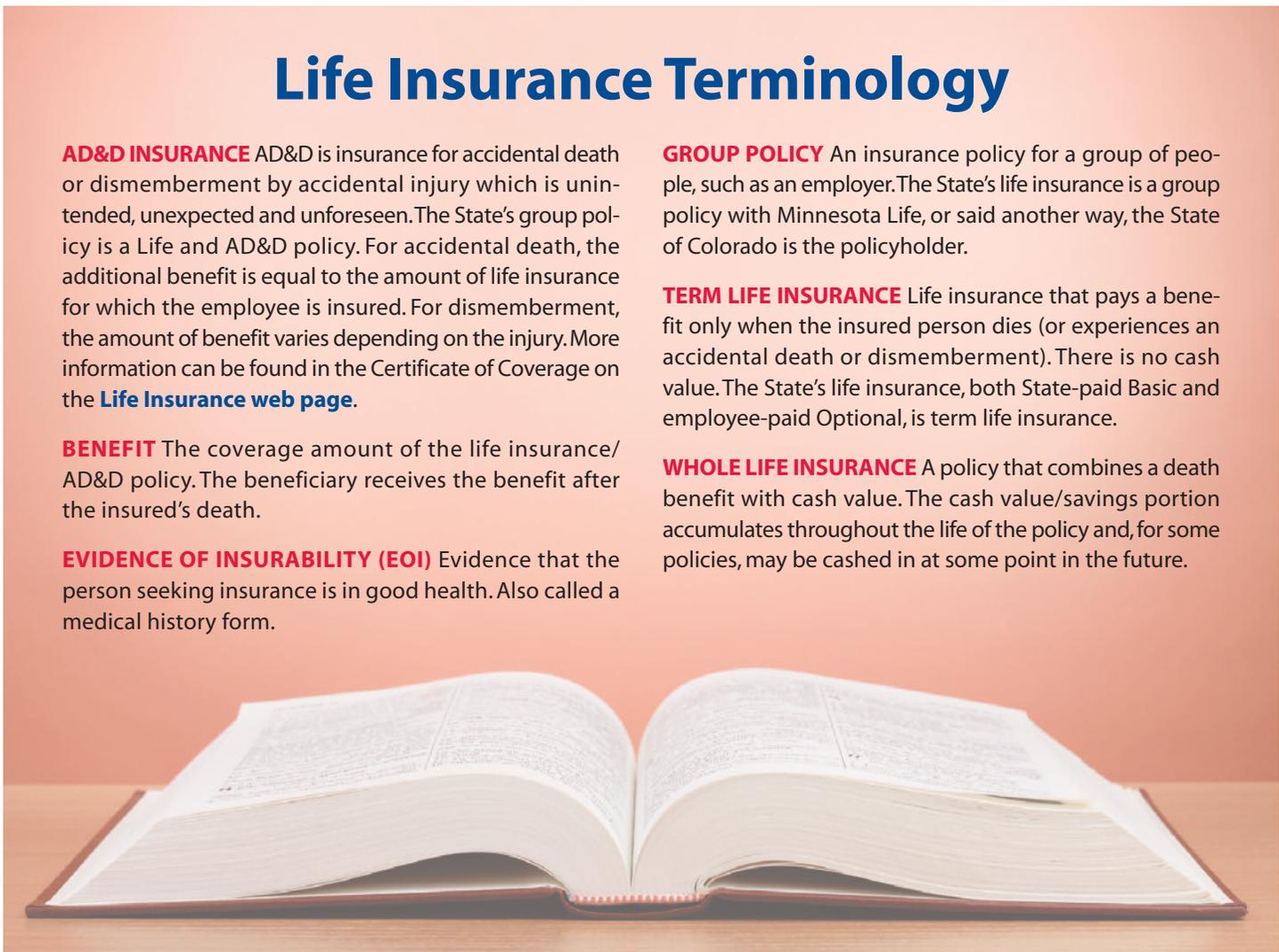
BENEFIT The coverage amount of the life insurance/AD&D policy. The beneficiary receives the benefit after the insured’s death.

EVIDENCE OF INSURABILITY (EOI) Evidence that the person seeking insurance is in good health. Also called a medical history form.

GROUP POLICY An insurance policy for a group of people, such as an employer. The State’s life insurance is a group policy with Minnesota Life, or said another way, the State of Colorado is the policyholder.

TERM LIFE INSURANCE Life insurance that pays a benefit only when the insured person dies (or experiences an accidental death or dismemberment). There is no cash value. The State’s life insurance, both State-paid Basic and employee-paid Optional, is term life insurance.

WHOLE LIFE INSURANCE A policy that combines a death benefit with cash value. The cash value/savings portion accumulates throughout the life of the policy and, for some policies, may be cashed in at some point in the future.



Required Notices & Medicare Part D

Recently, a packet of federally required notices regarding health insurance was mailed to all employees enrolled in the State's medical and/or dental insurance. These are notices that the federal government requires the State to provide with our enrolled employees.

Of particular importance for employees (and their spouses) who are, or will soon be, eligible for Medicare—aged 65 or older—is the Notice Regarding Prescription Drug Coverage, which addresses the Medicare prescription drug plan, or Medicare Part D. The notice explains that because prescription drug coverage in any of the State's plans is, on average, *at least as good as standard Medicare prescription drug coverage*, employees eligible for Medicare can retain their State coverage and not pay extra if they decide later to enroll in Medicare prescription coverage. Individuals who want to enroll in a Medicare prescription drug plan can do so when they first become eligible for Medicare and each year from **October 15–December 7**. Employees with questions about Medicare prescription drug coverage and Medicare eligibility should contact Medicare directly at **1.800.MEDICARE (633.4227)**.

If you did not receive your packet of notices, or have misplaced the one you were sent, an electronic copy of "Required Notices for Employees Enrolled in Medical/Dental" is available on the

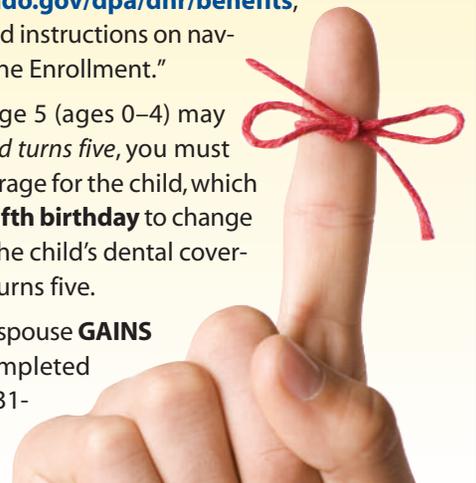
main page of the **Employee Benefits website**, under "Managing Your Benefits."

Notices in this year's packet

- ▶ Women's Health & Cancer Rights Act Annual Notice
- ▶ HIPAA Notice of Privacy Practices for Personal Health Information
- ▶ Information on the Genetic Information Non-discrimination Act (GINA)
- ▶ Notice of Appeal Rights—new requirement under federal Accountable Care Act (ACA)
- ▶ Notice Regarding Prescription Drug Coverage and Medicare (Medicare Part D)
- ▶ COBRA Continuation Notice
- ▶ Newborns' and Mothers' Health Protection Act
- ▶ USERRA Rights and Responsibilities (Uniformed Services Employment and Reemployment Rights Act)
- ▶ Information on Medicaid and the Children's Health Insurance Program (CHIP)

Updates & Reminders

- ▶ **Optional Life and Long-Term Disability Enrollment Year-Round**—Employees can elect optional life (for employee and spouse) and long-term disability (LTD) insurance anytime throughout the year. Both types of insurance will require the applicant to prove good health by submitting evidence of insurability. Elect optional life and/or LTD insurance using the online Benefits Administration System (BAS). Access the BAS at www.colorado.gov/dpa/dhr/benefits, click "Enroll/Change Your Benefits."
- ▶ **How to access the online Benefits Administration System (BAS)**—All benefits elections and changes are done in the online BAS. Access this system 24/7 at the Employee Benefits website, www.colorado.gov/dpa/dhr/benefits, by clicking "Enroll/Change Your Benefits." A username and password is required. Find instructions on navigating the system under "Benefits Information" and click on "Instructions for Online Enrollment."
- ▶ **Change Dental Coverage When Child Turns 5**—Dependent children under age 5 (ages 0–4) may receive dental insurance under the State plan at no additional cost. *Once the child turns five*, you must make a decision: to either drop the dental coverage for the child or retain the coverage for the child, which means moving up to the next tier in premiums. You have **31 days from the child's fifth birthday** to change the coverage tier to include the child (the birthday is Day 1). If no action is taken, the child's dental coverage will be automatically terminated at the end of the month in which the child turns five.
- ▶ **31-day Window for Changes**—For events such as **BIRTH** or **MARRIAGE** or when a spouse **GAINS** or **LOSES** benefits with their job, any change to your state benefits must be completed **within 31 days** of the event. Day One is the date of the event itself. If you miss this 31-day window, you'll have to wait until the next Open Enrollment to make your change.



The Holiday Eating Season is Upon Us



Halloween has just passed, with its bags of treats. Thanksgiving and all the trimmings will soon be here. Then December rolls in, with holiday sweets and snacks tempting us nearly every day, along with holiday parties and family meals. We become less active as dropping temperatures and dwindling daylight conspire to keep us indoors.

Let's face it—it's tough to watch our weight this time of year. Realistically, you're not going to *lose* weight over the holidays—there are too many opportunities to eat and not enough chances to exercise. A better goal is to simply maintain your weight from November through January, but even that won't be easy with months of temptation to navigate. Here are few tips to keep the pounds at bay.

- ▶ **Don't leave home hungry**—Whether it's a party or family holiday meal, if you show up hungry, you'll load up on everything, but especially the bad stuff. Have a healthy snack before heading out the door.
- ▶ **Don't park yourself too close to the food**—If you're within arm's reach of the food table, you'll eat without thinking. If you can't escape the food, try to position yourself next to the vegetable tray rather than the cookie tray.
- ▶ **Add some veggies to your plate**—Whether it's a holiday party or a formal dinner, there are bound to be veggies served. Add some carrots, broccoli, celery, cauliflower, peas and green beans to your plate. The veggies help to fill you up, plus you're getting vitamins and minerals.
- ▶ **Watch those extras**—Go easy on the gravy, limit the latkes, beware of butter, and watch the whipped cream.
- ▶ **Avoid second helpings**—You really don't need a second plate of turkey and all the fixings, another jelly doughnut, or a second piece of pie. Remember, it can take some time for your body to register that it's full.
- ▶ **Change some of your daily habits**—Skip desserts now and then over the holidays. Have a salad for lunch a few times. Switch to 2%, 1% or skim milk. Try one spoon of sugar instead of two. The little things add up and you may just stick with the better habits in the New Year.

If you can *maintain* your weight through these months of temptation, you may not even need a resolution in January.

