



Benefits at Caltech

2010 BENEFITS ANNUAL ENROLLMENT

WELCOME TO 2010 Annual Enrollment

If you have dependents in a Caltech medical or dental plan, you must certify their eligibility during Annual Enrollment: October 5 – 28, 2009.

This year, you must go to the Annual Enrollment website to review your dependent information and certify that each dependent meets Caltech's eligibility requirements. Please see page 2 for details.

The same carriers and plan benefits will continue in 2010. Please refer to the enclosed *2010 Comparison of Health Plan Benefits and Rate Sheet* for details about 2010 benefits and costs, including new rates for medical. Please make note of the following:

- Limits on mental health and substance abuse benefits will be eliminated. Precertification may be required (see the enclosed Comparison of Benefits).
- Health coverage may now be extended during a student medical leave of absence (see the enclosed Important Notices).

What You Need to Do

You must go to the Benefits Annual Enrollment website:

- **If you currently cover a dependent in a Caltech medical or dental plan.** For more information about the Dependent Certification Process, see page 2.
- **If you want to change your current benefit selections.**
- **If you want to contribute to a spending account next year.** Remember — your current spending account contributions do not automatically continue.
- **If you want to add a dependent.** You must also provide proof of dependent status (for example, a marriage or birth certificate).

Please see page 4 for specific enrollment steps.

Annual Benefits Enrollment is October 5 – 28, 2009

Medical Costs for 2010

We recognize that this has been a difficult financial year for many, including members of the Caltech community. Due to limited budget dollars and the current economic crisis, we have all had to make tough spending decisions — at home and here at the Institute.

In light of concerns about the economy and its affect on employees, negotiations with our insurance carriers were particularly challenging this year. Fortunately, there is mostly good news.

- We will continue to offer the same benefits in 2010 — with no increase in the amounts you pay when you receive care (e.g., copays, deductibles and coinsurance).
- Also, employee premium rates for the Anthem Blue Cross HMO are increasing just a few dollars each month (depending on coverage level), which means most Caltech employees will pay close to what they do now.

However, despite our aggressive negotiations, premium costs for the Anthem Blue Cross PPO and the Kaiser HMO are increasing more significantly due to claims costs in the past year. As a result, both employees and Caltech will pay more for these plans in 2010.

For specific 2010 rates for all the medical and dental plans, please see the enclosed Rate Sheet.

Certify your dependent's eligibility online during Benefits Annual Enrollment.

Who Is NOT Eligible?

- Your common law spouse.
- Your parents.
- Your ex-spouse or former domestic partner.
- Your grandchildren, nieces and nephews for whom you are not a court appointed guardian.
- Your opposite-sex domestic partner when neither of you is age 62 or older.
- Your same-sex domestic partner who does not meet the eligibility requirements.

Don't Forget the 31-day Rule!

Outside of Annual Enrollment, you can change your benefit selections only if you experience a significant life event, such as birth, marriage or divorce. **By law, most changes must be made within 31 days of the event.** For example, you must contact the Benefits Office within 31 days of your wedding or the birth of your child.

After 31 days, you cannot make a change or add a dependent until the next Annual Enrollment. If your dependent loses eligibility, you must notify us within 31 days — otherwise your dependent may not be eligible for COBRA.

Dependent Certification Process

Caltech is in the process of verifying the dependent information in our benefits records for medical and dental. This will ensure that our records are accurate, up to date and include only dependents who are eligible for benefits.

Your Action is Required

- 1. Review and certify.** As part of this year's Annual Enrollment, you must update your dependent information and certify that your dependents meet the eligibility requirements described below. If any of your dependents are no longer eligible, simply remove them from your coverage.
- 2. Provide documentation if requested.** Beginning next year, Caltech will verify dependent eligibility by asking employees to provide applicable documentation (if not already provided), such as a marriage or birth certificate. You can find a list of acceptable documents at the Annual Enrollment website.

Who is an Eligible Dependent?

- Your spouse.
- Your Same Sex Domestic Partner (SSDP) with whom you have a Certification of Domestic Partnership on file with the Benefits Office. Registration with the California Secretary of State is not required.
- Your Registered Domestic Partner (RDP). An RDP is:
 - An opposite sex partner when you or your partner is at least age 62. Registration with the California Secretary of State is required.
 - A same-sex domestic partner who is registered with the California Secretary of State.
- Your unmarried children who are dependent on you for support, up to their 19th birthday or up to their 25th birthday for full-time students (at least 9 units).*
- Your unmarried children who are dependent on you for support and are incapable of employment because of a physical or mental disability.* Coverage continues beyond their 19th birthday if they have been covered under the Plan and became dependent upon you for support due to their physical or mental disability prior to reaching age 19.
- Any child for whom you are required to provide coverage under a Qualified Medical Child Support Order (QMCSO).

**This includes natural children, step children, adopted children, children of a SSDP or RDP, and children for whom you are a court appointed guardian. They must qualify as your tax dependents under the Internal Revenue Code, subject to applicable state and federal requirements.*

If You Add a Dependent
Caltech requires proof of eligibility for all new dependents joining the medical and dental plans.

Personalized Health Solutions

Whether you are an Anthem or Kaiser member, your Caltech medical plan does much more than provide coverage for your health care needs. All of our Anthem Blue Cross and Kaiser medical plans currently include wellness programs and services designed to help you:

- Live a healthier life
- Make more informed health care decisions
- Get the most value from your health care dollars

What You Can Expect

You may receive a call or a mailing from Anthem or Kaiser inviting you to take advantage of these programs — particularly if you have a serious health condition.

You can rest assured that the programs are:

- **Confidential** — Caltech does not receive information about your individual health.
- **Optional** — You can opt out at any time.
- **Free** — They are available at no cost to you.

For More Information

Anthem members can visit anthem.com/ca/caltech or call 1-866-820-0765.

Kaiser members can visit kp.org/ca/caltech or call 1-800-464-4000.

If You Are Turning Age 65 Next Year

If you are still working when you turn age 65, you do not need to sign up for Medicare.

If you retire on or before your 65th birthday, you must apply for Medicare Part A and Part B about three months before you turn age 65. Keep in mind that enrolling in a Medicare Part D plan outside of

a Caltech plan will disqualify you from eligibility in the Caltech Retiree Medical Plan. For details, please visit <http://www.medicare.gov/basics/socialsecurity.asp>. Another tip...if you are in the Anthem Blue Cross HMO, make sure your primary care physician (PCP) also participates in the Anthem's Medicare HMO.

2010 Enrollment Steps

1

Review Your Benefits

Review your benefits and the materials in your Annual Enrollment packet and decide whether you want to:

- Change medical or dental plans
- Have a Health Care or Dependent Day Care Spending Account in 2010
- Increase your life insurance or long-term disability insurance
- Enroll in or change your Personal Accident Insurance (PAI)

2

Choose Your Primary Provider

If you are enrolling in the Anthem Blue Cross HMO or SafeGuard for the first time, you need to choose a primary provider when you enroll. See the enclosed Benefits Enrollment Guide for details.

3

Enroll by October 28

Go to the Annual Enrollment website to:

- Certify your dependent information
- Update your 2010 benefit selections
- Choose your 2010 Spending Account contributions

Campus employees enroll online at <http://www.hr.caltech.edu/Benefits/anenroll.htm>.

JPL employees enroll through your NBS Employee Toolkit at <https://nbs.jpl.nasa.gov/login>.

Annual Enrollment IS OCTOBER 5 – 28, 2009

For detailed enrollment instructions, please see the enclosed Benefits Enrollment Guide.

For More Information

If you have questions about your 2010 benefit choices or need help enrolling:

Campus Employees

Human Resources
Monday – Friday
7:30 a.m. – 5:00 p.m.
399 South Holliston
(626) 395-6443

JPL Employees

JPL Benefits Office
Monday – Friday
7:30 a.m. – 4:30 p.m.
T1720
(818) 354-3760
benefits@jpl.nasa.gov

If you have questions about a specific plan, please contact the carrier directly by phone or refer to the carrier website (see the enclosed Comparison of Health Plan Benefits for contact information).

REQUIRED: If you cover a dependent in medical or dental, you must certify your dependent information by October 28!

This newsletter provides only highlights of your 2010 benefits. It does not change the terms of your benefit plans or the official documents that control them. If there are any inconsistencies between this newsletter and the official plan documents, the plan documents will govern. Caltech reserves the right to change, suspend or terminate its benefits programs, in whole or in part, at any time and for any reason.