

## 2024 Open Enrollment

We would like to take this opportunity to reintroduce **BenefitEdge Insurance Services**, the employee benefits broker for The King's Academy. We are the broker for your medical, dental, vision, life and voluntary insurance plans. We are available to help you with any benefit related challenges including coverage determination, claim issues, and lost member cards. You may contact our office between the hours of 8:30AM-5:00PM (Monday-Friday), contact the carriers direct, or send an email to:

[tka@benefitedge.net](mailto:tka@benefitedge.net)

The annual renewal for The King's Academy is October 1<sup>st</sup> and open enrollment begins on September 5<sup>th</sup>. During the open enrollment period, you can add or delete coverage for yourself, and/or your dependents, or change from one carrier to another. Keep in mind that open enrollment is the **one time** of the year where you can make changes to your benefits without a "qualifying event". Any changes and/or additions will be effective **October 1, 2024**.

All employees with a contract of at least 75% are eligible to participate in the benefit programs outlined in this handout. We encourage you to read the information thoroughly and make sure you have selected the plan(s) that best meet your needs. We have provided a benefit summary sheet that provides a brief summary of the coverage level for each plan in addition to your specific cost. Please take note of the voluntary insurance plans such as the cancer and accident plans as these plans can be a great way to supplement out-of-pocket medical expenses.

Additionally, there is expanded coverage information for all of the available plans along with the open enrollment materials available online @ [www.tkabenefits.com](http://www.tkabenefits.com)

***Remember, this is your one opportunity to make changes or enroll in any plans, otherwise you will have to wait until the next open enrollment period in October 2025.***

### Enrollment Instructions

All Employees must login to BeneTrac and confirm their benefits by selecting "review and finalize". If you are waiving or declining benefits, you must select waive and then finalize.

Please complete your elections by:

**September 23<sup>rd</sup>**

**BenefitEdge Insurance Services, Inc. (408) 995-3343**

### Employee Assistance and Mental Health Program

- For Employees and their family members
- Unlimited phone calls with a counselor 800-386-7055
- Referrals to local counselors – up to 3 sessions free
- Website for help – <https://worklife.uprisehealth.com>
- Access Code: worklife

