**June 12, 2023**

**To: All Staff**

**From: Central Office**

The 2022-2023 school year has ended. Please take a moment to review the following items:

* Open enrollment for **AFLAC** for the 2023-2024 year is June 1–30, 2023. Any employee wishing to purchase AFLAC should contact: Harry Girting at 412-494-9393 or harry\_girting@us\_aflac.com.
* All **mileage and expenses** for the 2022-2023 school year must be turned in to Accounts Payable by

July 31, 2023 or it will ***not*** be reimbursed. The expense voucher can be found on the District website

in the “Employees Only” section.

* **All** employees are eligible and encouraged to participate in 403B plans offered by District-approved providers. Our 403B administrator is **OMNI.** A listing of approved providers, along with appropriate forms and other information may be found at [www.omni403b.com](http://www.omni403b.com). Select “Employers” then complete the “Employer Plan Info” section and you will be directed to Freedom Area School District’s information.
* Remember to check the District website, [www.freedomareaschools.org](http://www.freedomareaschools.org), for employee-related forms and information. Notices concerning CHIP, Women’s Health & Cancer Act, Credible Coverage, Michelle’s Law, and the Mental Health Parity Act are included there.
* It is important that personnel information be up to date. Please report any changes to the Payroll Office. Change of information forms are also on the District website.
* The Summary of Benefit Coverage (SBC), Uniform Glossary and HIPAA Special Enrollment notices are located on the District website in the “EmployeesOnly” section. There must be a 60 day advance notice of any plan changes not related to renewal of coverage.
* Availability of Notice of Privacy Practices: HIPAA Privacy Practice on District Website or by contacting Linda Eldridge. Delta Dental’s is on their website at www.deltadentalins.com or may be obtained by contacting Delta Dental at One Delta Drive, Mechanicsburg, PA 17055 or calling 1-800-932-0783.

If you have questions concerning any of this information, please contact Linda Eldridge

 724-775-7644, Ext. 126 or leldridge@freedomarea.org.