

The ISTA Welfare Benefits Plan and Trust (“WBPT”) Questions & Answers



Q: What is the ISTA Welfare Benefits Plan and Trust (“WBPT”)?

A: It is an innovative approach to permit employers to provide, primarily, medical benefits to active or retired employees. While its primary purpose is to fund medical benefits, it may be used for certain other benefits as well. It is organized as a Voluntary Employee Beneficiary Association (VEBA trust) under Section 501(c)(9) of the IRS code. A VEBA trust is formed for the purpose of providing employee welfare benefits to its participants.

Q: What is the primary benefit of such a trust?

A: It provides a mechanism to fund qualified benefits on tax-free basis. Qualified benefits include certain medical expenses and, depending upon your local contract, may include group life and disability insurance premiums. The essential purpose of the WBPT is to provide a funding source that allows funds to accumulate on a tax-free basis. The taxability of benefits received by participants and their dependents depends upon the nature of the benefits. Generally speaking, medical benefits are income tax-free.

Q: How is the money invested?

A: Through an arrangement with MetLife, all funds are invested in a guaranteed fixed account* or in a selection of mutual funds**, in any combination of the available funds. The fourteen different mutual funds offered cover a wide range of asset allocation options.

Q: Who selects the specific mutual funds a participant’s account is invested in?

A: In the WBPT, in most cases the adopting employer elects to have each participant individually control the calculation of his/her own account funding choices.

Q: What medical benefits are available through the WBPT?

A:

Pre-retirement benefits include	Post-retirement benefits include
<ul style="list-style-type: none"> • Employer-provided group medical insurance <ul style="list-style-type: none"> • Major medical and hospitalization • Dental • Vision • Prescription drugs • Health Reimbursement Arrangement <ul style="list-style-type: none"> • All of the above coverages from alternative providers • Long Term Care Insurance • Out-of-pocket medical expenses 	<ul style="list-style-type: none"> • Employer-provided group medical insurance <ul style="list-style-type: none"> • Major medical and hospitalization • Dental • Vision • Prescription drugs • Health Reimbursement Arrangement <ul style="list-style-type: none"> • All of the above coverages from alternative providers • Medicare Part B • Medicare Supplement Insurance • Long Term Care Insurance • Out-of-pocket medical expenses

Depending upon choices made by your employer, certain other non-medical benefits may also be available.

- Q:** Is a participant limited to the employer's group medical insurance or can other policies be selected?
- A:** Other policies can be selected, provided they are approved by the Administrator. Such policies are then eligible for premium reimbursement and can include the employer's group policies or other policies. This is, of course, common in regard to Medicare supplement plans and long term care policies.
- Q:** How does a participant access the benefits?
- A:** By filing a claim with the claims administrator – ISTA Administrative Services Corp. ("ASC"). Upon approval of the claim, ASC transfers funds from the participant's investment account in order to make payment.
- Q:** Who is eligible to have expenses paid from the account?
- A:** Anyone who is a participant or an IRS dependent of a participant.
- Q:** Is it possible to draw cash from the account?
- A:** Under no circumstance. That is, the **only** purpose for which the account may be used is to pay qualified benefits.
- Q:** What happens to the account if the Participant passes away?
- A:** The account passes to an eligible spouse or dependent. Depending upon individual circumstances, the beneficiary may have the opportunity to make some choices as to the use of the account. If there is no spouse or other dependent, the balance in the account may pass to a named beneficiary or the participant's estate as an uninsured death benefit (i.e., taxable income).
- Q:** What fees are charged for this product?
- A:** Because of the complex nature of the product, there is also a relatively complex fee structure. The fees structure is as follows:
- Investment Management Fee:** charged by the mutual fund providers and varies by fund. All mutual funds are sold at Net Asset Value, i.e., without any sales loads or commissions, the same value at which the fund may be redeemed. However, annual fund fees and expenses will apply. See the fund prospectus for details. There is no Investment Management Fee associated with the fixed interest account.
- Administration Fee:** a charge to cover the expenses of servicing the program, i.e., set up, enrollment, ongoing service, etc
- Account Administration Fee:** a charge to cover the cost of account administration, including tracking the value of the individual accounts, preparing and mailing quarterly statements, and telephone and internet account access
- Claims Administration Fee:** a charge by the plan administrator for covering its costs in administering the program, primarily for processing claims.

MetLife provides funding options and certain recordkeeping services for the ISTA Welfare Benefits Plan and Trust. MetLife does not provide any tax or other legal advice relating to the ISTA Welfare Benefits Plan and Trust. All information in the ISTA Welfare Benefits Plan and Trust is provided by the Indiana State Teachers Association. Please contact the ISTA Welfare Benefits Plan and Trust administrator for questions and further details.

* The guaranteed fixed account is available through group annuity contracts issued by Metropolitan Life Insurance Company, NY, NY
 ** Mutual funds offered by MetLife Securities, Inc., One Madison Ave., New York, NY 10010



ISTA Welfare Benefits Plan and Trust (WBPT)



Claims Information

- Please furnish documentation that the non-reimbursed medical expense has been incurred (not necessarily paid). Such documentation may include receipts or invoices from the doctor or the pharmacy. However, if the expense is one that is covered by insurance, it is important to include a copy of the "Explanation of Benefits" (EOB) from the insurance company showing what the insurance company has paid and how much remains for you to pay. When an EOB is provided, no other documentation is needed.
- **Group Insurance Premium Payment:** Please furnish either an invoice from the school district or a receipt for payment. If the school district invoices you once a year for premiums to be paid monthly/quarterly, you may submit one annual claim and we will provide systematic monthly/quarterly payments for the premiums. If you desire this systematic payment service, you must so indicate on the front of this form.
- Claims are submitted by the covered participant on behalf of himself/herself, his/her eligible spouse and his/her IRS dependent(s).
- Claims should be submitted to **ISTA Administrative Services Corporation, 150 W. Market Street, Suite 728, Indianapolis, IN 46204.**
- The payment of claims is subject to the conditions set forth in the WBPT and your available account balance.

What Expenses Are Covered By My WBPT Funds?

WBPT funds are distributed as reimbursements to you for the following qualified benefits for you and your IRS dependents (expenses must not be otherwise covered by insurance or other reimbursement plans)

- Basic medical expenses
- Major medical and hospital expenses
- Dental expenses
- Vision care expenses
- Prescription drug expenses
- Insurance premiums, including Medicare Supplement and tax-qualified Long Term Care Insurance, disability and life.
- Out-of-pocket deductibles and co-insurance which are not otherwise covered or reimbursed

How Am I Reimbursed?

ISTA Administrative Services Corporation administers the claims and reimbursements for your WBPT account. In order to receive your reimbursement, you must submit the claim form along with documentation (EOB, paid receipts, etc.) that the expense has been incurred, to the ISTA Administrative Services Corporation. Once the claim is processed, the reimbursement will be mailed to you. For questions about the processing of a claim, please call ISTA Administrative Services Corporation at **1-800-344-1915**.

How Can I Check My Account Balance?

We believe it is important for you to have account information 24 hours a day, 7 days a week. You can access information regarding your account balance and how your account is invested either by internet at www.mlr.metlife.com or by telephone at **1-800-543-2520**. This access will also allow you to make changes in your investment choices.

What If I Have Additional Questions About The WBPT Plan?

For other questions regarding the WBPT plan, contact the business office in your school district or call ISTA Financial Services Corporation at **1-877-217-6851**. For questions about the processing of a claim, please call ISTA Administrative Services Corporation at **1-800-344-1915**.

**Plymouth Community School Corporation
Insurance & Misc. Info**

MAJOR MEDICAL INSURANCE

MASE: Midwest Area School Employees Insurance Trust
www.mybensite.com/mase

Log-In: mase
Password: plymouth

ANTHEM
Anthem Customer Service
P.O. Box 37110
Louisville, KY 40233-7010

Customer Service Number: 1-800-345-2460
Pre-certification Number: 1-877-814-4803

www.anthem.com

ANTHEM RX DIRECT PHARMACY

Anthem RX Direct Pharmacy
P.O. Box 746000
Cincinnati, OH 45274-6000

By Internet: www.anthemprescription.com
By Phone: 1-800-962-8192 Mon - Fri 8:30 A.m. - 11:00 p.
1-800-221-6915 speech, hearing-impaired

Tier/Formulary Lists: 1-877-4mu-lary (1-877-468-5279)

DENTAL

Delta Dental
www.deltadentalin.com
1-800-292-0626

VISION

Vision Service Plan
www.vsp.com
1-800-877-7195

Lincoln Financial Group

1-866-604-3073
Contact: Randy Chin randy.chin@LFG.com

TRF

Teacher's Retirement Fund
www.state.in.us/trf
1-888-286-3544

PERF

Public Employees' Retirement Fund
www.in.gov/perf
1-888-526-1687

AMERICAN FIDELITY

Cancer Claims
1-800-662-1113
Medical Reimbursement
Or Dependent Care Reimbursement
1-800-382-4037
Fax: 1-877-655-3738

AFLAC

1-800-992-3522

VEBA

ISTA VEBA contacts
tberry@istatrust.org
www.istatrust.org/formslibrary.htm#125
1-800-344-1915 ext. 153

401A & VEBA

MetLife
Greg Hildebrand 1-800-818-8828 or 1-800-844-5916
ghildebrand1@metlife.com

PCSC

Employee Assitance Program with Bowen Center 1-800-342-5653

Insurance related forms found on the school website are:

Anthem Mail Order Prescription Form
ISTA Unreimbursed Medical/Dependent Care Reimbursement Form
American Fidelity Cancer Claim Form
Dental Claim Form
www.plymouth.k12.in.us