



## NECA – LOCAL NO. 145 IBEW WELFARE FUND

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### **PROCEDURES FOR SELF-PAYMENT TO CONTINUE COVERAGE UNDER THE WELFARE PLAN**

**Effective for Coverage Dates Beginning  
April 1, 2007**

These procedures apply to you if you have to self-contribute to maintain coverage under the Welfare Plan whether it is because you are an Active Participant whose Dollar Bank is not sufficient to cover the current cost of coverage or whether you are retired and self-contributing to maintain coverage.

1. You will be notified by regular mail that you have a payment due. The notice will state that payment is due by the 25<sup>th</sup> of the month preceding the month of coverage. For example, if you must self-pay to maintain coverage for April, 2007, your payment **MUST** be credited in the Quad City Bank & Trust deposit no later than March 25. **“Received” means that it is received by the bank in time to be credited no later than the March 25 deposit. While you can accomplish this by making your payment to the bank in the morning of the 25<sup>th</sup>, we strongly suggest you make sure it is there on the 24<sup>th</sup>. HAVING A POSTMARK ON A MAILED PAYMENT THAT IS THE 25<sup>TH</sup> OF THE MONTH OR EARLIER IS NOT SUFFICIENT!!!** We are not responsible for the mail system.

If you self-pay by taking your check to Quad Bank & Trust (no payments will be taken at the Fund Office), you must use the following procedures:

- a. **ONLY** deliver your check to the Quad City Bank & Trust location at 4500 Brady Street, Davenport.
  - b. When you arrive at the bank, ask for and deliver your check directly to Jackie Wheeler. If Jackie is not available, other trained staff will be at her position to assist you.
  - c. Once Jackie receives your check, she will issue a receipt which will show the date and time the check was given to her. Make sure you receive a receipt. RJLee & Associates will be sent a copy of the receipt by the bank.
2. If your payment is not received by the 25<sup>th</sup> of the month preceding the coverage month, you will be sent a letter by certified mail notifying you that you have 14 calendar days from the postmark date on the letter to make your

payment to the bank. Again, having a mailed payment postmarked on the 14<sup>th</sup> day is not sufficient. The payment must show up on the bank's deposits no later than the 14<sup>th</sup> day (the exact due date will be specified in the letter you receive).

In order to avoid abuse of this "grace" period and minimize the additional cost to the Fund of providing Participants a second notice via certified mail (return receipt required), the Fund Office will track number of times any single individual takes advantage of it. If payments frequently are not received by the 25<sup>th</sup>, the Participant will be notified that he/she no longer will have the grace period option extended to him/her.

3. If payment is not received by the 14<sup>th</sup> day, the Participant's coverage under the Plan will be terminated retroactive to the first day of the month for which payment was due and not received. Coverage will only be maintained by electing coverage through COBRA. **NO CLAIMS WILL BE PAID FOR COSTS INCURRED FOR A MONTH FOR WHICH YOU HAVE NOT PAID ANY REQUIRED SELF-PAYMENT. FOR EXAMPLE, IF YOU HAVE NOT PAID FOR COVERAGE FOR APRIL, IT IS APRIL 4 AND YOU GO TO THE PHARMACY TO HAVE A PRESCRIPTION FILLED, YOU WILL BE TOLD THAT YOU ARE NOT COVERED. YOU WILL HAVE TO PAY THE COST OF THE PRESCRIPTION.** If coverage is reinstated retroactively, you may resubmit the claim for payment.

This action is being taken because of the need to establish consistent procedures for accepting self-contributions to maintain coverage. Both federal regulations through ERISA and standards set out by the Plan's reinsurance companies require consistent adherence to established policies and careful monitoring of eligibility.

**THERE WILL BE NO EXCEPTIONS MADE TO THESE POLICIES.**

**BOARD OF TRUSTEES**  
February, 2007