

**LATEST NEWS AND UPDATES FROM
RISK MANAGEMENT AND EMPLOYEE BENEFITS**

AUGUST 2009

WELCOME BACK! We hope everyone enjoyed their summer and we are glad to have you back. We would also like to welcome all of the new employees to the Martin County School District!

IMPORTANT REMINDER - DEPENDENT VERIFICATION - Remember if you currently have dependents enrolled in the District's insurance plan(s) or if you plan to enroll any new dependents due to a qualifying event, you are required to provide documentation verifying the eligibility of such dependents. The deadline for current employees to submit documentation is Wednesday, September 30, 2009. Failure to provide the required documentation by the deadline will result in termination of coverage for that dependent effective October 1, 2009. New employees should submit documents at the time of their enrollment. To review what documents are required, please visit <http://benefits.sbmc.org/eligibility.php>. *Please note: If you have already submitted your documents, you do not need to do anything further.* We will contact you if any items are missing.

FLU SHOTS - Flu shots are coming in September and October! We are happy to announce that the shot will be available again **at no cost** to all District employees (and their adult dependents) covered on the District's CIGNA medical insurance plan. A schedule of dates and locations will be available shortly. *Please note: this shot is for the seasonal flu **not** the H1N1 virus.* The District will keep everyone updated on the H1N1 as information becomes available.

FLEXIBLE SPENDING ACCOUNTS - Deadline Approaching - For employees that have flexible spending accounts (either voluntary or benefit dollar contribution), remember that *Eagles Benefits by Design* is the administrator for the FSA's. Their contact number is 772-334-3995. Any claims that you have from **July 1, 2008 thru June 30, 2009**, need to be submitted no later than **September 28, 2009**. *Claims submitted after that date for the 2008/09 plan year can not be reimbursed per IRS rules.* Claims for the current plan year can be submitted at any time. Claim forms can be found online at <http://benefits.sbmc.org>.

WORKMAN'S COMP REMINDER - If you are injured on the job, there are some things you need to do. First, report the injury to your supervisor or manager immediately and complete a First Report of Injury form. If you require medical attention, take copy of your injury report and you may choose from a list of approved Worker's comp providers. It is your responsibility to follow the instructions of the physician. Please remember, use of doctors or care facilities that are not authorized will not be paid for by Worker's Comp. We are committed to assisting our injured employees in returning to work as soon as possible, so if you have any questions, please visit http://benefits.sbmc.org/workers_comp.php or contact Carol Paul at 772-219-1200, extension 30206.

Please do not hesitate to contact our office if you have any questions or concerns. We can be reached by email at benefitshotline@martin.k12.fl.us or at (772) 219-1200 extension 30206.

From all of us at the Risk Management & Employee Benefits Department, we hope you have a terrific school year!

**PLEASE POST
FOR THOSE WITHOUT EMAIL OR INTERNET ACCESS**