



# PRISM Employee Benefits Underwriting Guidelines

## **Purpose**

The purpose of the Employee Benefits Underwriting Guidelines is to provide process and guidance pertaining to the general criteria applicable to the approval of new program members. The PRISM Employee Benefits Committee oversees the membership of the Dental, Vision, Life/Disability and EAP programs. Provisions of the Guidelines may be reviewed and changed by the Employee Benefits Committee.

## **PRISM Dental Program**

The PRISM Dental Program consists of two participation segments; the pooled fixed rate segment and the standalone self-funded segment. Both fixed rate and self-funded solutions are available to most eligible PRISM members when joining the Dental Program. Based on the underwriting methodologies applied at the onset of the quoting process, it is important that members remain in their elected funding mechanism for a minimum of three years. Any exception must be approved by PRISM and Alliant Underwriting.

The Dental Underwriting Guidelines pertain only to the pooled fixed rate segment because that segment is underwritten as an entire pool vs. being individually underwritten, as is the case with the standalone self-funded members.

The Employee Benefits Committee is responsible for approving all new members over 250 eligible lives into pooled fixed rate segment. Recommendations for the 250+ member segment are reviewed by the Committee via a new member application process, with the Committee having final decision for approval or declination of member program participation, based on Alliant Underwriting Services (AUS) preliminary analysis. The Employee Benefits Committee has delegated authority to staff and AUS to approve all new members under 250 eligible lives into the Pooled Fixed Rate Dental segment and all Self-Funded members.

## **Dental Eligibility & Underwriting Guidelines**

The following PRISM Dental Program Eligibility and Underwriting Guidelines address the criteria that is considered for Dental Program membership. While most items pertain to both large member and small member program segments, there are a few areas in which the criteria differs and those are clearly noted.

### **Eligibility Criteria**

<b>Active Employees</b>	Full-time salaried or hourly employees who are actively at work at least 30 hours per week.
<b>Part-Time Employees</b>	Part-time employees who are actively at work at least 20 hours per week.
<b>COBRA Participants</b>	Eligible to elect coverage through COBRA.



# PRISM Employee Benefits Underwriting Guidelines

## Eligibility Criteria (cont.)

<b>Board Members, Trustees, Council Members, or Other Elected officials</b>	Directors, board members, and other elected/appointed officials can only elect plan if they are eligible on the current plan and are subject to the same requirements as Active employees. Exceptions can be made at the recommendation of AUS and with the disclosure to PRISM Employee Benefits Committee and PRISM staff. The level of exception approval is dependent on the size and funding arrangement being requested.
<b>Retirees</b>	Retirees are considered eligible

## Underwriting Guidelines

<b>Group Size Requirements</b>	
Total Eligible Population	<b><u>Small Member Segment – Pooled Fixed Rate Segment Only</u></b> Minimum: 2 Maximum: 50 <b><u>Large Member Segment – Pooled and Self-Funded</u></b> Minimum: Subject to Review* Maximum: None *Employer circumstances and plan requirements will be evaluated when assessing new member applications and determining the most appropriate Segment
	<b>Participation Guidelines</b> Total Eligible Population    Dental: 75% of all eligible
<b>Employer Contributions</b>	
Contributions should be structured to allocate cost for tiers with dependent coverage. Cash-Back or "Cash-in-lieu-of" employer contributions are not permitted. <ul style="list-style-type: none"> <li>• Exceptions for Small Member Segment can be made with approval from AUS.</li> <li>• Exceptions for Large Member Segment can be made at the recommendation of AUS and with the approval of approval of the PRISM Employee Benefits Committee or PRISM staff.</li> </ul>	
Active Employees	Minimum 75% of employee-only cost, 50% suggested contribution for dependents
Retirees	No minimum employer contribution
<b>Lock-out period</b>	
Groups that withdraw from the PRISM Dental program are not allowed to return (re-apply) to the program for a 3-year period. Small group members will comply with the withdrawal and termination rules of the JPA in which they contract for coverage.	
<b>Plan Selection Guidelines</b>	
Plan Selection	<b>Subject to underwriting review and approval:</b> <ul style="list-style-type: none"> <li>• 2-50 enrolled lives: Employers can select 1 Dental PPO plan + 1 Dental HMO plan to offer their employees and dependents</li> <li>• 50+ enrolled lives: Employers can offer more plans – subject to AUS review</li> </ul>



## PRISM Employee Benefits Underwriting Guidelines

### **Employee Benefits Miscellaneous Programs**

The purpose of the PRISM Employee Benefits Miscellaneous Program Underwriting Guidelines is to provide process and guidance pertaining to the general criteria applicable to the approval of new program members. The PRISM Employee Benefits Miscellaneous Program consists of members of the following programs:

- **PRISM Vision**
- **PRISM Life and Disability Insurance**
- **PRISM Employee Assistance Program (EAP)**

The Employee Benefits Committee has delegated authority to staff and AUS the ability to review and approve all new members into the Employee Benefits Miscellaneous programs. Staff and AUS work with the carriers/vendors associated with the coverages to conduct underwriting services for all prospective members. AUS reviews all of the data provided by the prospective member and provides staff with their recommendations for acceptance into the EB Miscellaneous Programs. Staff reports all Miscellaneous Program additions to the Executive Committee on a monthly basis, as applicable. Staff reports all exercises of delegated authority to the Employee Benefits Committee annually, at the first meeting of a new calendar year.

### **Eligibility & Underwriting Guidelines**

The following EB Miscellaneous Eligibility and Underwriting Guidelines address the specific criteria that is considered for participation in the vision, life & disability and EAP programs.

### **Program Eligibility Criteria**

<b>Active Employees</b>	Full-time salaried or hourly employees who are actively at work at least 30 hours per week.
<b>Part-Time Employees</b>	Part-time employees who are actively at work at least 20 hours per week.
<b>COBRA Participants</b>	Eligible to elect coverage through COBRA.
<b>Board Members, Trustees, Council Members, or Other Elected officials</b>	Vision, Life/AD&D, EAP: Directors, board members, and other elected/appointed officials can only elect plan if they are eligible on the current plan and are subject to the same requirements as Active employees. Exceptions can be made at the recommendation of AUS and with disclosure to PRISM Employee Benefits Committee and PRISM staff. Supplemental Life and Disability: Not eligible.
<b>Retirees</b>	Vision: Retirees are eligible Life/AD&D, Disability, and EAP: Retirees are not eligible



## PRISM Employee Benefits Underwriting Guidelines

### **EB Miscellaneous Program Underwriting Criteria (cont.)**

<b>Group Size Requirements</b>	
Total Eligible Population	<p><u>Small Member Segment</u>            Minimum: 2            Maximum: 50</p> <p><u>Large Member Segment</u>            Minimum: Subject to Review*            Maximum: None</p> <p>*Employer circumstances and plan requirements will be evaluated when assessing new member applications and determining the most appropriate Segment</p>
<b>Participation Guidelines</b>	
Total Eligible Population	<p>Vision: 75% of all eligible.            Life/AD&amp;D, Disability, and EAP: 75% of all eligible</p>
<b>Employer Contributions</b>	
<p>Contributions should be structured to allocate cost for tiers with dependent coverage. Cash-Back or "Cash-in-lieu-of" employer contributions are not permitted. Exceptions can be made at the recommendation of AUS and with the approval of the PRISM Employee Benefits Committee or PRISM staff.</p>	
Active Employees	Employer pays 75% of the employee only cost, except for Supplemental Life.
Retirees	No minimum employer contribution.
<b>Lock-out period</b>	
<p>Groups that withdraw from the PRISM program are not allowed to return (re-apply) to the program for a 3-year period.</p>	
<b>Plan Selection Guidelines</b>	
Plan Selection	<p><b>Subject to underwriting review and approval:</b></p> <ul style="list-style-type: none"> <li>2-50 enrolled lives: Employers can select only one plan to offer their employees and dependents</li> <li>50+ enrolled lives: Employers can offer more than one plan – subject to AUS review</li> <li>Basic Life and AD&amp;D (only): Employer must select a plan for each class of employee</li> </ul>