



# ERISA ESSENTIALS *by BASIC*

## Are You Compliant?

The Affordable Care Act (ACA) has added to the already overwhelming amount of mandatory notices and documents required for employers to remain compliant. BASIC's ERISA Essentials reduces your risk and frees up valuable time and resources, allowing you to focus on your active employees and operations.

## Compliance Specialists

Let BASIC help you remain compliant with the PPACA, ERISA, HIPAA and other laws while reducing the burden of your work load.



## ERISA Essentials Service ~ *If it applies to you ... we take care of it!*

- Our Customized Client Compliance Manual includes compliance documents & forms:
  - WRAP Summary Plan Description (SPD) & Plan Document
  - Summary of Material Modification (SMM)
  - ERISA / PPACA Required Model Notices
  - 5500 Filing and associated Schedule A or C for current plan year
  - PCORI Form 720 Instructions
  - Summary Annual Report (SAR)
- ERISA documents are up to date with current regulations
  - Maintenance of all required records for the mandated amount of time
- Access to BASIC's Compliance Specialists

## ERISA Essentials Includes

1-99 Employees

**Required Benefit Plan Documents & WRAP Summary Plan Description (SPD)** ~ All employers who offer Group Welfare Benefits to their employees are required to provide a Plan Document and Summary Plan Descriptions (SPDs). BASIC will provide an ERISA-compliant Plan Document & WRAP Summary Plan Description (SPD) for required benefit plans meeting regulatory compliance requirements.

- Provides Wrap SPD or Mega Wrap SPD with the Plan Document for the Employee Health & Welfare Benefits in a single document.

**Summary of Material Modification (SMM)** ~ ERISA provides a Summary of Material Modification (SMM) to plan participants when there is a material modification to the plan itself, or there is a change to the information that is required to be provided in the Summary Plan Description (SPD).

**ERISA and the Patient Protection and Affordable Care Act (PPACA)** ~ Both require Annual Notices to eligible employees based upon the status of any new or renewed Group Health Plan. These Notices must be provided to all eligible employees on or prior to the first day of the Group Health Plan effective date. Notices listed below are categorized by the Grandfathered or Non-Grandfathered Status of your Health Plan.

**If your Plan is Grandfathered, the following Health Plan Notices are required:**

1. Grandfathered Model Notice
2. Women's Health and Cancer Right Act (WHCRA) Notice
3. Children's Health Insurance Program Reauthorization Act (CHIPRA) Notice
4. HIPAA Special Enrollment Rights Notice

**If your Plan is Non-Grandfathered, the following Health Plan Notices are required:**

1. Patient Protection Notice – Choice of Providers
2. Women's Health and Cancer Right Act (WHCRA) Notice
3. Children's Health Insurance Program Reauthorization
4. HIPAA Special Enrollment Rights Notice

In addition, the following Wellness Program Disclosure is available as part of your notices package if you offer a Wellness Program (optional).

- Wellness Program Disclosure

**Medicare Part D Creditable/Non-Creditable Coverage Notice and Instructions for Reporting to Centers for Medicare & Medicaid Services are available for an additional fee.**

**PCORI Assistance (Form 720)** ~ BASIC will provide you with the instructions needed to complete Form 720.

**BASIC's Compliance Specialists** will maintain all records for the mandated amount of time.

**ERISA Documents are Up to Date with Current Regulations** ~ Continuously provide clients with updates & revisions to their Plan Documents.

**Compliance Service** ~ E-mail access to our regulatory compliance specialists.

**Receive BASIC's Monthly Newsletter** ~ BASIC delivers simple and timely industry news/regulation updates monthly.

**Invitation to BASIC's Monthly Regulatory Webinars** ~ Clients receive invitations to our monthly educational webinars.



## ERISA Essentials Includes

100+ Employees = All Of The Above Plus...

**Required Form 5500 Preparation** ~ Required by the Department of Labor for most employers with 100 or more participants in a Welfare Benefit Plan as defined by ERISA.

- Includes Schedules A & C
- Required Summary Annual Report (SAR) Preparation



For more information about any of our services or to speak with a sales consultant call 800.444.1922 x 3 or visit [basiconline.com](http://basiconline.com).