



# Important Notices and Disclosures

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## Special Enrollment Period for Group Health Coverage

If you decline health coverage (medical, dental, vision and/or Health Care FSA) for yourself or your dependents because you/your dependents have other coverage and you/your dependents later lose that other coverage (or if the employer stops contributing toward your or your dependents' other coverage), you may qualify for special enrollment in health coverage under the Plan.

Your loss of other health coverage qualifies for special enrollment treatment only if both of the following apply:

- You/your dependents were covered under another group health care plan or health insurance coverage at the time you were offered coverage under the Donnelley Financial Group Benefits Plan (the "Plan"); and
- You/your dependents lost the other coverage because you/they exhausted your/their right to COBRA continuation coverage, you/they were no longer eligible under that plan or an employer's contributions for coverage terminated.

You must enroll within 30 days after your/your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

You may also be able to enroll if you/your dependents lose eligibility for coverage under Medicaid or a state Children's Health Insurance Plan (CHIP) and enroll within 60 days of losing Medicaid or CHIP. Also, you may



be able to enroll if you/your dependents become eligible for premium assistance from Medicaid or CHIP toward the cost of the group health plan, and enroll within 60 days of eligibility for state premium assistance.

If you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your dependents for coverage under the Plan. You must enroll within 30 days after such event (or 60 days following the birth of a child). To request special enrollment or if you have questions regarding special enrollment rights, please contact the Benefits Center at **1-844-44-DFSCO (1- 844-443-3726)**.

For a full list of qualifying life events, go to [dfinsolutionsBenefits.com](https://dfinsolutionsBenefits.com) to view your Summary Plan Description (SPD) and any related Summary of Material Modifications (SMM).

## Newborns' and Mothers' Health Protect Act

The Plan does not restrict benefits for any hospital stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery or less than 96 hours following a cesarean section. Your provider is not required to obtain Plan approval for prescribing a length of stay within those time frames. However, you, your doctor or your newborn's attending physician may agree to a shorter length of stay. The physician will need to obtain approval in advance from the Plan for any stay beyond 48 or 96 hours to avoid any reduction in benefits.

## Women's Health and Cancer Rights Act

Important information about benefits that may be available to women who have had or are going to have a mastectomy:

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prosthesis; and
- Treatment of physical complications of the mastectomy, including lymphedema.

Such coverage is subject to all Plan provisions, limitations and requirements, including any annual deductible and coinsurance limitations, outlined in your SPD and any related SMMs. If you would like more information, visit the Plan's website at [dfinsolutionsBenefits.com](https://dfinsolutionsBenefits.com) or call the Benefits Center at **1-844-44-DFSCO (1-844- 443-3726)**.



## Important Information About Your DFIN Coverage and Medicare

### Why Are You Receiving This Notice?

You are receiving this Notice about the coordination of Medicare and DFIN medical coverage under the Plan to assist you, your spouse or domestic partner (if applicable), and your dependents (all referred to in this Notice as “you”) in making enrollment decisions under the medical program of the Plan and Medicare (if available).

Federal law determines how benefits are coordinated when a person has employer sponsored medical coverage and is also entitled to Medicare. For example, sometimes DFIN’s coverage is primarily responsible for medical claims and Medicare will pay certain expenses not paid by DFIN’s coverage (i.e., Medicare is secondary). Other times, Medicare will be primarily responsible for paying medical claims and DFIN’s medical coverage will be secondary.

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*Medicare eligibility is based on any of the following factors: age 65 or older, disability, or end-stage renal disease (i.e., permanent kidney failure). NOTE: In some instances, COBRA coverage could be your primary insurance coverage if you are eligible for Medicare because of this disease.*

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### **If you are eligible for Medicare because of your age or disability and you are covered as an active employee...**

DFIN’s medical coverage will be your primary coverage and pays up to the limits of its coverage for so long as you are a covered active employee. Medicare is the secondary payer and only pays if there are costs the company’s medical coverage didn’t cover, but may not pay all the uncovered costs.

### **If you are eligible for Medicare because of end-stage renal disease (i.e., permanent kidney failure)...**

DFIN’s medical coverage will be your primary coverage for the first 30 months of Medicare eligibility or entitlement. After 30 months, Medicare becomes your primary coverage and DFIN’s coverage will be secondary.

If DFIN’s medical coverage becomes secondary for a person that became entitled to Medicare, it will not become secondary for other family members covered by the DFIN plan. For example, if John and his wife both have DFIN’s medical coverage and John later becomes eligible for Medicare because he is diagnosed with end stage renal disease, DFIN’s coverage will become secondary for John after 30 months, but not his wife if she does not also have end stage renal disease.

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**IMPORTANT:** Carefully consider whether Medicare eligibility or entitlement could be a factor for you. If so, be sure to take the rules discussed above into account when making decisions to elect coverage and/or enroll in Medicare. Please contact the DFIN Benefits Center if you have any questions.

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## What Action Do You Need to Take?

- ✓ **Carefully review this Notice.** If you or your eligible dependents fall into any of the above categories, contact your local Medicare office to determine which insurer is primary.
- ✓ **Carefully review the New Hire Benefits Guide included in this packet.** Share this information with anyone who helps you make health care and financial decisions.
- ✓ **Determine if you need to enroll in Medicare or change your DFIN coverage.** If you have questions, please refer to the SPDs and any SMMs at [dfinsolutionsBenefits.com](https://dfinsolutionsBenefits.com) or call the DFIN Benefits Center at **1-844-44-DFSCO (1-844-443-3726)** Monday – Friday, 8:00 a.m. – 5:00 p.m. Central Time.
- ✓ **You can take action to enroll or elect NO COVERAGE by calling the DFIN Benefits Center** at **1-844-44-DFSCO (1-844-443-3726)** Monday – Friday, 8:00 a.m. – 5:00 p.m. Central Time.
- ✓ **Be sure to take action by electing NO COVERAGE or enrolling by the enrollment deadline provided on your New Hire enrollment worksheet! *If you don't take action*,** you will default to the coverage specified in the New Hire Benefits Guide included with this document.
- ✓ **A confirmation of your enrollment will be mailed to you** when you enroll by telephone. It is important to keep your confirmation statement if questions should ever arise about your elections.
- ✓ **If you have any questions or need more information,** please call the DFIN Benefits Center.



## Donnelley Financial, LLC'S Notice of Privacy Practices Under HIPAA

This Notice of Privacy Practices describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

### I. The Plan's Legal Duty to Safeguard Your Protected Health Information

This Notice of Privacy Practices (this "Notice") describes the legal obligations of the Plan (as defined below) and your legal rights regarding your protected health information ("PHI") held by the Plan under the Health Insurance Portability and Accountability Act of 1996, as amended and the Health Information Technology for Economic and Clinical Health Act, as amended (together, "HIPAA"). Generally, PHI is health information, including demographic information, collected from you or created or received by a health care provider, a health care clearinghouse, a health plan, or Donnelley Financial, LLC (the "Company") on behalf of a Plan, from which it is possible to individually identify you and that relates to:

- Your past, present or future physical or mental health or condition;
- The provision of health care to you; or
- The past, present or future payment for the provision of health care to you.

This Notice describes how your PHI may be used or disclosed to carry out treatment, payment or health care operations, or for any other purposes that are permitted or required by law. We are required to provide this Notice to you pursuant to HIPAA.

If you have questions about this Notice or about our privacy practices, please contact the HIPAA Privacy Official, VP, Benefits at **312-326-8000**.

For purposes of this Notice, the "Plan" means any of the following:

- The Medical and Prescription Drug Programs, the Dental Benefit Program, the Vision Care Program, and any health-related services provided by the Reallife Resources Program (EAP) of the Donnelley Financial Group Benefits Plan.
- The Health Care Spending Program of the Donnelley Financial Flexible Benefits Plan.

In addition, any PHI created or received by a Plan, where the benefits are provided by an insurance company or health maintenance organization, will be subject to the notice of privacy practices delivered to you by that insurance company or health maintenance organization.



## II. Effective Date

This Notice is effective as of July 1, 2016.

## III. Our Responsibilities

We are required by law to:

- Maintain the privacy of your PHI;
- Provide you with certain rights with respect to your PHI;
- Provide you with a copy of this Notice of our legal duties and privacy practices with respect to your PHI; and
- Follow the terms of the Notice that is currently in effect.

We reserve the right to change the terms of this Notice and to make new provisions regarding your PHI that we maintain, as allowed or required by law. If we make any material change to this Notice, we will provide you with a copy of the revised Notice posted prominently on our website and included with the next annual open enrollment materials.

## IV. How We May Use and Disclose Your PHI

Under the law, we may use or disclose your PHI under certain circumstances without your permission. The following categories describe the different ways that we may use and disclose your PHI. For each category of uses or disclosures, we will explain what we mean. We have also provided some examples. Not every use or disclosure in a category will be listed; however, all of the ways we are permitted to use and disclose information will fall within one of the categories.

- A. For Treatment.** We may use or disclose your PHI to facilitate medical treatment or services by providers. We may disclose medical information about you to providers, including doctors, nurses or other hospital personnel who are involved in taking care of you. For example, prior to providing a health service to you, your doctor may ask the Plan for information concerning whether and when the service was previously provided to you.
- B. For Payment.** We may use or disclose your PHI to determine your eligibility for Plan benefits (including coordination of benefits or the determination of cost sharing amounts), and adjudication or subrogation of health benefit claims; or to facilitate billing, claims management, collection activities, obtaining payment under a contract for reinsurance (including stop-loss insurance and excess of loss insurance), and related health care data processing. For example, the Plan will use your PHI in reviewing a claim submitted by you or your doctor to determine payment. It may also disclose your PHI to another carrier to determine which carrier is primary or to otherwise determine cost sharing between the Plan and the other carrier.



- C. For Health Care Operations.** We may use or disclose your PHI for other Plan operations. This may include conducting quality assessment and improvement activities, as well as population based activities relating to improving health or reducing health care costs, protocol development, case management and care coordination, contacting health care providers and patients with information about treatment alternatives and performing related functions that do not include treatment or performing underwriting, premium rating, and other activities relating to the creation, renewal or replacement of health benefits, and ceding, securing, or placing a contract for reinsurance of risk relating to claims for health care (including stop-loss and excess of loss insurance). However, we will not use your genetic information for underwriting purposes.
- D. For Treatment Alternatives or Health-Related Benefits and Services.** We may use and disclose your PHI to send you information about treatment alternatives or other health-related benefits and services that might be of interest to you.
- E. To Business Associates.** We may contract with individuals or entities known as “Business Associates” to perform various functions on our behalf or to provide certain types of services. In order to provide these functions or services, Business Associates will receive, create, maintain transmit, use and/or disclose your PHI, but only after they agree in writing with us to implement appropriate safeguards regarding your PHI. For example, we may disclose your PHI to a Business Associate to process your claims for Plan Benefits or to provide other support services, but only after the Business Associate enters into a Business Associate contract with us.
- F. As Required by Law.** We will disclose your PHI when required to do so by federal, state or local law. For example, we may disclose your PHI when required by national security laws or public health disclosure laws.
- G. To Avert a Serious Threat to Health or Safety.** We may use and disclose your PHI when necessary to prevent a serious threat to your health and safety, or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat. For example, we may disclose your PHI in a proceeding regarding the licensure of a physician.
- H. To the Plan Sponsor.** The Company may ask the Plan for your PHI for purposes of administering the Plan. The Plan will disclose your PHI to certain employees of the Company only as necessary to perform plan administration functions or as otherwise required under HIPAA, unless you have authorized further disclosures, unless it is prohibited by law from doing so. The Plan will not disclose your PHI to the Company for the purpose of employment-related actions or decisions or in connection with any other benefit or employee benefit plan of the Company without your specific authorization.



## V. Special Situations Where We May Use and Disclose Your PHI

In addition to the reasons described in Section IV above, the following categories describe other possible ways we may use and disclose your PHI without your specific authorization. For each category of special uses or disclosures, we will explain what we mean and present one or more examples. Not every use or disclosure in a category will be listed; however, all of the ways we are permitted to use and disclose information will fall within one of the categories.

- A. Organ and Tissue Donation.** If you are an organ donor, we may release your PHI after your death to organizations that handle organ procurement or organ, eye, or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.
- B. Military.** If you are a member of the armed forces, we may release your PHI as required by military command authorities. We may also release PHI about foreign military personnel to the appropriate foreign military authority.
- C. Workers' Compensation.** We may release your PHI for workers' compensation or similar programs, but only as authorized by, and to the extent necessary to comply with, laws relating to workers' compensation and similar programs that provide benefits for work-related injuries or illness.
- D. Public Health Risks.** We may disclose your PHI for public health activities. These activities may include, the prevention or control of disease, injury or disability; to report births or deaths, to report child abuse or neglect or to report reactions to medications or problems with products.
- E. Health Oversight Activities.** We may disclose your PHI to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections and licensure.
- F. Lawsuits and Disputes.** If you are involved in a lawsuit or dispute, we may disclose your PHI in response to a court or administrative order. We may disclose your PHI in response to a subpoena, discovery request, or other lawful process by someone involved in a legal dispute, but only if efforts have been made to tell you about the request or to obtain a court or administrative order protecting the information requested.
- G. Law Enforcement.** We may disclose your PHI if asked to do so by a law enforcement official in response to a court order, to identify or locate a suspect, or if such information is related to criminal conduct.
- H. Coroners and Medical Examiners.** We may release PHI to a coroner or medical examiner. This may be necessary to identify a deceased person or to determine a cause of death.



- I. **National Security and Intelligence Activities.** We may release your PHI to authorized federal officials for intelligence, counterintelligence and other national security activities authorized by law.
- J. **Inmates.** If you are an inmate of a correctional institution or are in the custody of a law enforcement official, we may disclose your PHI to the correctional institution or law enforcement official if necessary for the institution to provide you with health care; to protect your health and safety or the health and safety of others; or for the safety and security of the correctional institution.
- K. **Research.** We may disclose your PHI to researchers when your individual identifiers have been removed or when an institutional review board or privacy board has reviewed the research proposal and established protocols to ensure the privacy of the requested information, and approves the research.

## VI. Required Disclosures of Your PHI

The following is a description of disclosures of your PHI we are required to make:

- A. **Government Audits.** We are required to disclose your PHI to the Secretary of the United States Department of Health and Human Services when the Secretary is investigating or determining our compliance with HIPAA's Privacy Rule.
- B. **Disclosures to You.** When you request, we are required to disclose to you the portion of your PHI that contains medical records, billing records, and any other records used to make decisions regarding your health care benefits. We are also required, when requested, to provide you with an accounting of most disclosures of your PHI if the disclosure was for reasons other than for payment, treatment or health care operations, and if the PHI was not disclosed pursuant to your individual authorization.

## VII. Other Disclosures of Your PHI

- A. **Personal Representatives.** We will disclose your PHI to individuals authorized by you, or to an individual designated as your personal representative, so long as you provide us with a written notice/authorization and any supporting documents. However, under HIPAA's Privacy Rule, we do NOT have to disclose information to your personal representative if we have a reasonable belief that:
  - You have been, or may be, subjected to domestic violence, abuse, or neglect by such person; or
  - Treating such person as your personal representative could endanger you; or
  - In the exercise or professional judgment, it is not in your best interest to treat the person as your personal representative.



- B. Spouses, Covered Dependents and Other Family Members.** With only limited exceptions, we will send all mail to an employee of the Company. This includes mail relating to the employee's spouse, and dependents covered under the Plan, and includes mail with information on the use of Plan benefits by an employee's spouse and other covered dependents and information on the denial of any Plan benefits to an employee's spouse and other covered dependents. However, if you request restrictions or confidential communications (see Section VIII below), and if we have agreed to the request, we will send mail as provided by such request.
- C. Authorizations.** Other uses or disclosures of your PHI not described above will only be made with your written authorization. For example, in general and subject to specific conditions, we will not use or disclose your psychiatric notes; we will not use or disclose your PHI for marketing; and we will not sell your PHI, unless you give us a written authorization. You may revoke written authorizations at any time, so long as the revocation is in writing. Once we receive your written revocation, it will only be effective for future uses and disclosures. It will not be effective for any information that may have been used or disclosed in reliance upon the written authorization and prior to receiving your written revocation.

## **VIII. Your Rights Regarding Your PHI**

You have the following rights described below with respect to your PHI:

- A. The Right to Inspect and Copy.** You have the right to inspect and copy certain PHI that may be used to make decisions about your Plan benefits. If the information you request is maintained electronically, and you request an electronic copy, we will provide a copy in the electronic form and format you request, if the information can be readily produced in that form and format. If the information cannot be readily produced in that form and format, we will work with you to come to an agreement on form and format. If we cannot agree on an electronic form and format, we will provide you with a paper copy.

To inspect and copy your PHI, you must submit your request in writing to the HIPAA Privacy Official, 35 W. Wacker Drive, Chicago, IL 60601. If you request a copy of the information, we may charge a reasonable fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to your PHI, you may request that such denial be reviewed by submitting a written request to the HIPAA Privacy Official at the same address.

- B. The Right to Amend Your PHI.** If you believe that there is a mistake in your PHI or that a piece of important information is missing, you may ask us to correct the existing information or to add the missing information. You have the right to ask for an amendment as long as the information is kept by or for the Plan.



To request an amendment, you must make the request in writing and submit it to the HIPAA Privacy Official, 35 W. Wacker Drive, Chicago, IL 60601. In addition, you must provide a reason supporting your request for an amendment.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Is not part of the medical information kept by or for the Plan;
- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the information that you would be permitted to inspect and copy; or
- Is already complete and accurate.

If we deny your request, you have the right to file a statement of disagreement with us and any future disclosures of the disputed information will include your statement.

- C. The Right to an Accounting of Disclosures of Your PHI.** You have the right to get a list of instances in which the Plan has disclosed your PHI (hereinafter sometimes referred to as an “accounting”). The list will not include uses or disclosures: (i) made to you, (ii) made for treatment, payment, or health care operations, (iii) made pursuant to an authorization, (iv) made to friends or family in your presence or because of an emergency; (v) made for national security purposes; or (vi) which are incidental to otherwise permissible disclosures.

To request this list or accounting of disclosures, you must submit your request in writing to the HIPAA Privacy Official, 35 W. Wacker Drive, Chicago, IL 60601. Your request must state the time period you want the accounting to cover, which may not be longer than six years before the date of the request. Your request should indicate in what form you want the list (for example, paper or electronic). The first list you request within a 12-month period will be provided free of charge. For additional lists, we may charge you for the costs of providing the list.

We will notify you of the cost involved and you may wish to withdraw or modify your request at that time before any costs are incurred.

- D. The Right to Request Limits on Uses and Disclosures of Your PHI.** You have the right to request a restriction or limitation on how we use and disclose your PHI for treatment, payment and health care operations. You also have the right to request a limit on your PHI that we disclose to someone who is involved in your care or payment for your care.

Except as provided in the next paragraph, we are not required to agree to your request. However, if we do agree to the request, we will honor the restriction until you revoke it or we notify you.



We will comply with any restriction request if (i) except as otherwise required by law, the disclosure is to a health plan for purposes of carrying out payment or health care operations (and is not for purposes of carrying out treatment); and (ii) the PHI pertains solely to a health care item or service for which the health care provider involved has been paid in full by you or another person.

To request restrictions, you must make your request in writing to the HIPAA Privacy Official, 35 W. Wacker Drive, Chicago, IL 60601. In your request you must tell us (1) what information you wish to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply.

- E. Right to Request Confidential Communications.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

To request confidential communications, you must make your request in writing to the HIPAA Privacy Official, 35 W. Wacker Drive, Chicago, IL 60601. We will not ask you the reason for your request. Your request must specify how or where you wish to be contacted. We will accommodate all reasonable requests.

- F. Right to Be Notified of a Breach.** You have the right to be notified in the event that we (or a Business Associate) discover a breach of your unsecured PHI.
- G. Right to a Paper Copy of this Notice.** You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice.

You may obtain a copy of this Notice at [dfinsolutionsBenefits.com](http://dfinsolutionsBenefits.com) (under Legal Notices) or by calling the DFIN Benefits Center at **1-844-44-DFSCO (1-844-443-3726)** Monday – Friday, 8:00 a.m. – 5:00 p.m. Central Time.

## **IX. Complaints**

If you think that your privacy rights have been violated, you may file a written complaint with the Plan or with the Office for Civil Rights of the United States Department of Health and Human Services. To file a complaint with the Plan, contact the HIPAA Privacy Official, 35 W. Wacker Drive, Chicago, IL 60601. All complaints must be submitted in writing. You can file a complaint with the Office for Civil Rights of the United States Department of Health and Human Services by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling **1-877-696-6775** or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).

You will not be penalized, or in any other way retaliated against, for filing a complaint with the Office for Civil Rights or us.



# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 5-31-2020)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution –as well as your employee contribution to employer-offered coverage– is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your Medical and Prescription Drug Programs Summary Plan Description or contact **The Donnelley Financial Solutions Benefits Center at 1-844-443-3726.**

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Donnellev Financial, LLC		4. Employer Identification Number (EIN) 13-2618477	
5. Employer address 35 W. Wacker Drive		6. Employer phone number 1-800-424-9001	
7. City Chicago	8. State IL	9. ZIP code 60601	
10. Who can we contact about employee health coverage at this job? Donnellev Financial Solutions Benefits Center			
11. Phone number (if different from above) 1-844-443-3726		12. Email address Not Available	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

Regular full time employees, Regular part time A employees (as defined in Company Policy HR 2-1, Employee Classifications). For further information, please see the Summary Description.

- With respect to dependents:

We do offer coverage. Eligible dependents are:

Spouses, domestic partners, children up to age 26. For further information, please see the Summary Plan Description.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

**Premium Assistance Under Medicaid and the  
Children’s Health Insurance Program (CHIP)**

If you or your children are eligible for Medicaid or CHIP and you’re eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren’t eligible for Medicaid or CHIP, you won’t be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit [www.healthcare.gov](http://www.healthcare.gov).

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or [www.insurekidsnow.gov](http://www.insurekidsnow.gov) to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren’t already enrolled. This is called a “special enrollment” opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at [www.askebsa.dol.gov](http://www.askebsa.dol.gov) or call **1-866-444-EBSA (3272)**.

**If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2019. Contact your State for more information on eligibility –**

<b>ALABAMA – Medicaid</b>	<b>FLORIDA – Medicaid</b>
Website: <a href="http://myalhipp.com/">http://myalhipp.com/</a> Phone: 1-855-692-5447	Website: <a href="http://flmedicaidtprecovery.com/hipp/">http://flmedicaidtprecovery.com/hipp/</a> Phone: 1-877-357-3268
<b>ALASKA – Medicaid</b>	<b>GEORGIA – Medicaid</b>
The AK Health Insurance Premium Payment Program Website: <a href="http://myakhipp.com/">http://myakhipp.com/</a> Phone: 1-866-251-4861 Email: <a href="mailto:CustomerService@MyAKHIPP.com">CustomerService@MyAKHIPP.com</a> Medicaid Eligibility: <a href="http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx">http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx</a>	Website: <a href="https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp">https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp</a> Phone: 678-564-1162 ext 2131
<b>ARKANSAS – Medicaid</b>	<b>INDIANA – Medicaid</b>
Website: <a href="http://myarhipp.com/">http://myarhipp.com/</a> Phone: 1-855-MyARHIPP (855-692-7447)	Healthy Indiana Plan for low-income adults 19-64 Website: <a href="http://www.in.gov/fssa/hip/">http://www.in.gov/fssa/hip/</a> Phone: 1-877-438-4479 All other Medicaid Website: <a href="http://www.indianamedicaid.com">http://www.indianamedicaid.com</a> Phone 1-800-403-0864
<b>COLORADO – Health First Colorado (Colorado’s Medicaid Program) &amp; Child Health Plan Plus (CHP+)</b>	<b>IOWA – Medicaid</b>
Health First Colorado Website: <a href="https://www.healthfirstcolorado.com/">https://www.healthfirstcolorado.com/</a> Health First Colorado Member Contact Center: 1-800-221-3943/ State Relay 711 CHP+: <a href="https://www.colorado.gov/pacific/hcpf/child-health-plan-plus">https://www.colorado.gov/pacific/hcpf/child-health-plan-plus</a> CHP+ Customer Service: 1-800-359-1991/ State Relay 711	Website: <a href="http://dhs.iowa.gov/Hawki">http://dhs.iowa.gov/Hawki</a> Phone: 1-800-257-8563

<b>KANSAS – Medicaid</b>	<b>NEW HAMPSHIRE – Medicaid</b>
Website: <a href="http://www.kdheks.gov/hcf/">http://www.kdheks.gov/hcf/</a> Phone: 1-785-296-3512	Website: <a href="https://www.dhhs.nh.gov/oii/hipp.htm">https://www.dhhs.nh.gov/oii/hipp.htm</a> Phone: 603-271-5218 Toll free number for the HIPP program: 1-800-852-3345, ext 5218
<b>KENTUCKY – Medicaid</b>	<b>NEW JERSEY – Medicaid and CHIP</b>
Website: <a href="https://chfs.ky.gov">https://chfs.ky.gov</a> Phone: 1-800-635-2570	Medicaid Website: <a href="http://www.state.nj.us/humanservices/dmahs/clients/medicaid/">http://www.state.nj.us/humanservices/dmahs/clients/medicaid/</a> Medicaid Phone: 609-631-2392 CHIP Website: <a href="http://www.njfamilycare.org/index.html">http://www.njfamilycare.org/index.html</a> CHIP Phone: 1-800-701-0710
<b>LOUISIANA – Medicaid</b>	<b>NEW YORK – Medicaid</b>
Website: <a href="http://dhh.louisiana.gov/index.cfm/subhome/1/n/331">http://dhh.louisiana.gov/index.cfm/subhome/1/n/331</a> Phone: 1-888-695-2447	Website: <a href="https://www.health.ny.gov/health_care/medicaid/">https://www.health.ny.gov/health_care/medicaid/</a> Phone: 1-800-541-2831
<b>MAINE – Medicaid</b>	<b>NORTH CAROLINA – Medicaid</b>
Website: <a href="http://www.maine.gov/dhhs/ofi/public-assistance/index.html">http://www.maine.gov/dhhs/ofi/public-assistance/index.html</a> Phone: 1-800-442-6003 TTY: Maine relay 711	Website: <a href="https://medicaid.ncdhhs.gov/">https://medicaid.ncdhhs.gov/</a> Phone: 919-855-4100
<b>MASSACHUSETTS – Medicaid and CHIP</b>	<b>NORTH DAKOTA – Medicaid</b>
Website: <a href="http://www.mass.gov/eohhs/gov/departments/masshealth/">http://www.mass.gov/eohhs/gov/departments/masshealth/</a> Phone: 1-800-862-4840	Website: <a href="http://www.nd.gov/dhs/services/medicalserv/medicaid/">http://www.nd.gov/dhs/services/medicalserv/medicaid/</a> Phone: 1-844-854-4825
<b>MINNESOTA – Medicaid</b>	<b>OKLAHOMA – Medicaid and CHIP</b>
Website: <a href="https://mn.gov/dhs/people-we-serve/seniors/health-care/health-care-programs/programs-and-services/other-insurance.jsp">https://mn.gov/dhs/people-we-serve/seniors/health-care/health-care-programs/programs-and-services/other-insurance.jsp</a> Phone: 1-800-657-3739	Website: <a href="http://www.insureoklahoma.org">http://www.insureoklahoma.org</a> Phone: 1-888-365-3742
<b>MISSOURI – Medicaid</b>	<b>OREGON – Medicaid</b>
Website: <a href="http://www.dss.mo.gov/mhd/participants/pages/hipp.htm">http://www.dss.mo.gov/mhd/participants/pages/hipp.htm</a> Phone: 573-751-2005	Website: <a href="http://healthcare.oregon.gov/Pages/index.aspx">http://healthcare.oregon.gov/Pages/index.aspx</a> <a href="http://www.oregonhealthcare.gov/index-es.html">http://www.oregonhealthcare.gov/index-es.html</a> Phone: 1-800-699-9075
<b>MONTANA – Medicaid</b>	<b>PENNSYLVANIA – Medicaid</b>
Website: <a href="http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP">http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP</a> Phone: 1-800-694-3084	Website: <a href="http://www.dhs.pa.gov/provider/medicalassistance/healthinsurancepremiumpaymenthippprogram/index.htm">http://www.dhs.pa.gov/provider/medicalassistance/healthinsurancepremiumpaymenthippprogram/index.htm</a> Phone: 1-800-692-7462
<b>NEBRASKA – Medicaid</b>	<b>RHODE ISLAND – Medicaid and CHIP</b>
Website: <a href="http://www.ACCESSNebraska.ne.gov">http://www.ACCESSNebraska.ne.gov</a> Phone: (855) 632-7633 Lincoln: (402) 473-7000 Omaha: (402) 595-1178	Website: <a href="http://www.eohhs.ri.gov/">http://www.eohhs.ri.gov/</a> Phone: 855-697-4347, or 401-462-0311 (Direct RItte Share Line)
<b>NEVADA – Medicaid</b>	<b>SOUTH CAROLINA – Medicaid</b>
Medicaid Website: <a href="https://dhcfp.nv.gov">https://dhcfp.nv.gov</a> Medicaid Phone: 1-800-992-0900	Website: <a href="https://www.scdhhs.gov">https://www.scdhhs.gov</a> Phone: 1-888-549-0820

<p align="center"><b>SOUTH DAKOTA - Medicaid</b></p> <p>Website: <a href="http://dss.sd.gov">http://dss.sd.gov</a>  Phone: 1-888-828-0059</p>	<p align="center"><b>WASHINGTON – Medicaid</b></p> <p>Website: <a href="https://www.hca.wa.gov/">https://www.hca.wa.gov/</a>  Phone: 1-800-562-3022 ext. 15473</p>
<p align="center"><b>TEXAS – Medicaid</b></p> <p>Website: <a href="http://gethipptexas.com/">http://gethipptexas.com/</a>  Phone: 1-800-440-0493</p>	<p align="center"><b>WEST VIRGINIA – Medicaid</b></p> <p>Website: <a href="http://mywvhipp.com/">http://mywvhipp.com/</a>  Toll-free phone: 1-855-MyWVHIPP (1-855-699-8447)</p>
<p align="center"><b>UTAH – Medicaid and CHIP</b></p> <p>Medicaid Website: <a href="https://medicaid.utah.gov/">https://medicaid.utah.gov/</a>  CHIP Website: <a href="http://health.utah.gov/chip">http://health.utah.gov/chip</a>  Phone: 1-877-543-7669</p>	<p align="center"><b>WISCONSIN – Medicaid and CHIP</b></p> <p>Website: <a href="https://www.dhs.wisconsin.gov/publications/p1/p10095.pdf">https://www.dhs.wisconsin.gov/publications/p1/p10095.pdf</a>  Phone: 1-800-362-3002</p>
<p align="center"><b>VERMONT– Medicaid</b></p> <p>Website: <a href="http://www.greenmountaincare.org/">http://www.greenmountaincare.org/</a>  Phone: 1-800-250-8427</p>	<p align="center"><b>WYOMING – Medicaid</b></p> <p>Website: <a href="https://wyequalitycare.acs-inc.com/">https://wyequalitycare.acs-inc.com/</a>  Phone: 307-777-7531</p>
<p align="center"><b>VIRGINIA – Medicaid and CHIP</b></p> <p>Medicaid Website:  <a href="http://www.coverva.org/programs_premium_assistance.cfm">http://www.coverva.org/programs_premium_assistance.cfm</a>  Medicaid Phone: 1-800-432-5924  CHIP Website:  <a href="http://www.coverva.org/programs_premium_assistance.cfm">http://www.coverva.org/programs_premium_assistance.cfm</a>  CHIP Phone: 1-855-242-8282</p>	

To see if any other states have added a premium assistance program since July 31, 2019, or for more information on special enrollment rights, contact either:

U.S. Department of Labor  
Employee Benefits Security Administration  
[www.dol.gov/agencies/ebsa](http://www.dol.gov/agencies/ebsa)  
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services  
Centers for Medicare & Medicaid Services  
[www.cms.hhs.gov](http://www.cms.hhs.gov)  
1-877-267-2323, Menu Option 4, Ext. 61565



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***IMPORTANT:*** *The descriptions provided in this communication are based on official plan documents. Every effort has been made to ensure the accuracy of this material. In the unlikely event that there is a discrepancy between this communication and the official plan documents, the official plan documents will control. DFIN reserves the right to amend or terminate the plans or programs at any time for any reason.*

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