

COMMUNICATIONS

Communications

The goal of the Trustees for the Everett School Employee Benefit Trust (“Trustees”) is to address questions or concerns of participants in or beneficiaries of the benefits provided by the Everett School Employee Benefit Trust (“Trust”).

Appropriate procedures will be in place to respond to any Everett School District (“District”) employee, any Everett Education Association (“Association”) member, any Trust participant or beneficiary who has questions or concerns about: Trust fund management or control, benefits funded directly by the Trust, Trust accounting or audit matters, compliance by the Trustees with applicable Federal and Washington law.

The Trustees will develop and adopt procedures for carrying out this policy.

References: 300.1P Communications
300.2P Participant Communications
440 Reports

Proposed: August, 2005
Approved: August 29, 2005

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1. If a District employee, Association member or Trust participant or beneficiary questions a Trust benefit denial or has a question concerning eligibility for or enrollment for a benefit provided by the Trust, the Trustees will follow the Everett School Employee Benefit Trust claims and appeals procedures policy.
2. For all other questions or concerns regarding the Trust, Trust fund management or Trustee activities, the District employee, Association member or Trust participant or beneficiary should submit such question or concern to the Trustees in writing, and the Trustees will respond to the request within 120 days of receiving the request.

References: 300 Communications
410 Claims and Appeals
410P Claims Procedure

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Participant Communications

The Trust will communicate to participants at least annually in writing or via electronic means. The Trust shall furnish each employee or retiree covered by the Trust a written description of the benefits allowable under the program, together with:

- Applicable restrictions, limitations, and exclusions;
- The procedure for filing a claim for benefits;
- The procedure for requesting an adjudication of disputes or appeals arising from beneficiaries regarding the payment or denial of any claim for benefits; and
- A schedule of any direct monetary contributions toward the program financing required by the employee.

Such benefits or procedures will not be amended without written notice to each employee or retiree at least 30 days in advance of the effective date of the change unless exigent circumstances can be demonstrated.

Legal Reference: WAC 82-65-060

Previously Adopted and Reprinted herein: August 29, 2005
Revision Proposed: December 2010
Revision Adopted: