

The Commonwealth of Virginia

Focus Group Meeting
February 7th, 2006

The Commonwealth of Virginia Provider Network

- *Miscellaneous Insurance Program-*
- *Tax-Sheltered Annuities (403(b) and 401(a))-*
- *Administrative fees: charged to fund the consolidated billing process*
 - *Provider Paid*
 - *Employee Paid*
- *Commonwealth of Virginia Provider Network:*

The Commonwealth of Virginia Provider Network

- *Insurance premiums via payroll deduction for over 15,400 employees.*
- *Annuity contributions for over 4,500 employees.*
- *Approximately 50 Provider Companies*

The Commonwealth of Virginia Provider Network

- *Network Provider Agreement:*
 - *Rules, Procedures, and Standards*
 - *Provider Mergers/Name Changes*
 - *Provider Benefit Changes*
 - *Provider Contact Information*
 - *Sales Agents*

The Commonwealth of Virginia Provider Network

- *Administrative Manual-Vendors*
- *Located at a new website just for Providers*
- *www.fbmc-benefits.com/vaAdmin/*
- *Process and Procedures*

The Commonwealth of Virginia Provider Network

Frequently Asked Questions

Virginia Admin FAQ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Dell Home Size

Address <http://www.fbmc-benefits.com/vaAdmin/faq.aspx> Go Links Best of the Web Channel Guide Customize Links Free HotMail

 **The Provider NETWORK**
Administered by Fringe Benefits Management Company

[FBMC Home](#)

[Virginia Provider Administrative Information Home](#)

[Administrative Information](#)

[Frequently Asked Questions](#)

[Payroll Schedules](#)

Frequently Asked Questions - Virginia Provider Network

1. How can I become a provider in the Virginia DOA network?
2. How do I obtain an agreement application?
3. Is there a fee to join the network?
4. Once a provider is in the network do they have to renew their agreement?
5. Is there a fee for renewal each year?
6. What forms are utilized by vendors?
7. How do vendor's request forms?
8. Are there deadlines for forms to be submitted for payroll deduction?
9. What will happen if the form(s) do not arrive at FBMC by the cut-off date?
10. How are post-tax deductions started?
11. How are post-tax deductions stopped?
12. How are pre-tax deductions started?
13. How are pre-tax deductions stopped / changed?

Virginia Provider Network

Q How can I become a provider in the Virginia DOA network?

A A provider agreement must be completed to join the Virginia DOA network.

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Q How do I obtain an agreement application?

Start Connect... Inbox - M... RE: Virgi... Virginia A... RE: Virgi... Microsoft... Internet 3:14 PM

The Commonwealth of Virginia Provider Network

- *Administrative Manual-Agency Payroll/Benefit Administrators*
- *Located at*
http://www.doa.virginia.gov/Payroll/TPA/TPA_Main.cfm
- *Process and Procedures*

The Commonwealth of Virginia Provider Network

- *Providers No Longer Active/Payroll Deductions Continue*

NATIONAL MOTOR CLUB

MIDLAND NATIONAL LIFE

G.E. LIFE & ANNUITY

DOMINION DENTAL

BANKERS UNITED LIFE

THE FRANKLIN LIFE

CONNECTICUT/MASS MUTUAL

JEFFERSON PILOT

REASSURE AMERICA aka LONE STAR

LINA – CIGNA (AD&D)

CIGNA GROUP (LTC)

AON CONSULTING – UNUM

*The Commonwealth of Virginia
Provider Network*

- *Changes for 2006*

The Commonwealth of Virginia Provider Network

- *Providers Expelled from the Network*
- *Professional Insurance Corporation - Deductions should officially cease effective April 1st.*
- *Dominion Dental- has cancelled their group account (#7547).*

The Commonwealth of Virginia Provider Network

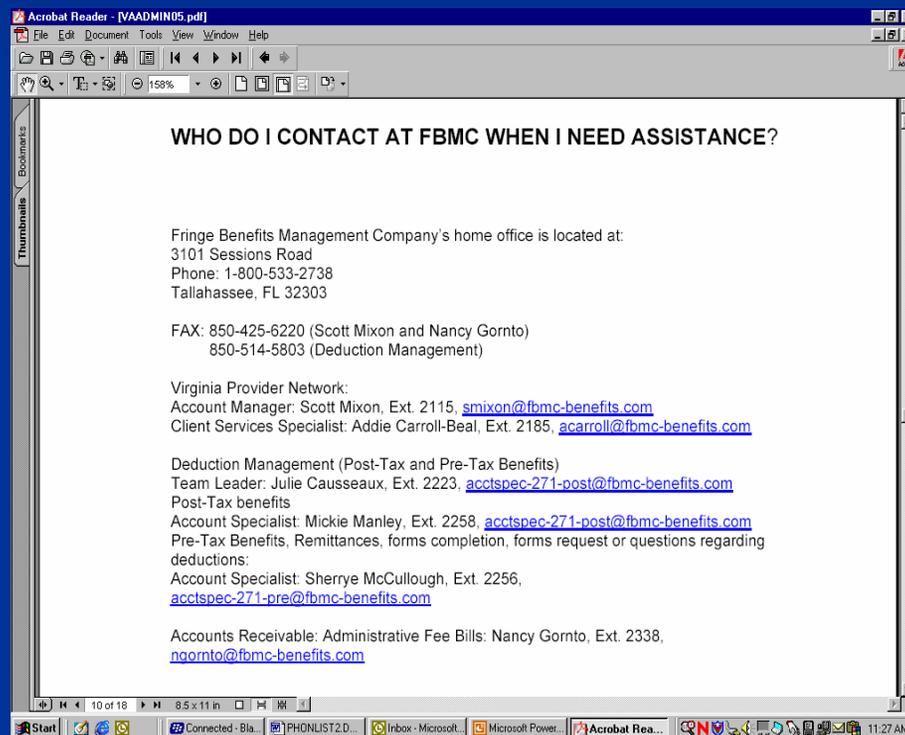
- *New Provider added to the Network:*
 - *Texas Life Insurance Company-Permanent Life Insurance*

The Commonwealth of Virginia Provider Network

- *Existing Providers w/ New Products in the Network:*
 - *AFLAC- Dental; Vision Care; Sickness Indemnity and Specified Health Event (Hospital Indemnity Plans).*
 - *Conseco Health- Worksite University Life*
 - *Liberty Mutual- Boat Policies, Inland Marine; Fire Policies; and Umbrella Policies*
 - *Virginia Group Benefits- Long-Term Care; Auto and Home Owners; Fixed Annuities; Disability Income; Accident; Cancer; Critical Illness; Dental*

The Commonwealth of Virginia Provider Network

Who do I contact when I need assistance?



The Commonwealth of Virginia Provider Network

Who do I contact when I need assistance?

New Contacts at FBMC:

Dennis Deckerhoff

800-872-0345, Extension 2183

ddeckerhoff@fbmc-benefits.com

Kimberly Wilbanks

800-872-0345, Extension 2170

kwilbanks@fbmc-benefits.com

The Commonwealth of Virginia Provider Network Employment Status Change Form

Acrobat Reader - [VAADMIN05.pdf]

File Edit Document Tools View Window Help

61%

16 FBMCH/DOA/016

Please fax form to the Consolidated Billing/123 Department at 800-514-5803.

To: Commonwealth of Virginia DOA Processor Date: _____

From: _____ Agency # & Name: _____

Phone Number: _____

**COMMONWEALTH OF VIRGINIA-DOA
EMPLOYMENT STATUS CHANGE FORM**

These changes apply to (check applicable box):

Pre-tax TSA Contributions
 Post-Tax products or
 Both

If an employee has separation from state service (terminated, resigned, retired), please complete the following information.

Name: _____

SS#: _____

Benefit End Date: _____

If an employee is on "Leave Without Pay" please complete the following information.

Name: _____

SS#: _____

Effective Date of Leave: _____

Expected Return Date: _____

If an employee transfers to another agency, please complete the following information.

Name: _____

SS#: _____

Old Agency # & Name: _____

New Agency # & Name: _____

Effective Date of transfer: _____

Fringe Benefits Management Company
updated 3/20/04

17 of 18 8.5 x 11 in

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The Commonwealth of Virginia Provider Network Exception/Discrepancy Form

Acrobat Reader - [VAADMIN05.pdf]

File Edit Document Tools View Window Help

81%

Name: _____
SSN: _____
Old Agency # & Name: _____
New Agency # & Name: _____
Effective Date of transfer: _____
Prigo Benefits Management Company
updated 9/20/04

For form and supporting documents to the Comptroller Billing 132 Department at 800-514-5803.
To: Commonwealth of Virginia DDA Processor Date: _____
From: _____ Agency # & Name: _____
Phone Number: _____

**COMMONWEALTH OF VIRGINIA-DDA
EXCEPTION/DISCREPANCY RESPONSE FORM**

Employee Name: _____ SSN: _____

These corrections apply to (check applicable box):
 Wrong Tax Contributions
 Paid Tax products or both

MONIES EXPECTED NONE RECEIVED:
Employee separated from state service (terminated, resigned, retired).
Benefit End Date: _____

Employee is on "Leave Without Pay".
Effective Date of Leave: _____ Expected Return Date: _____

Employee transferred to another agency.
Old Agency # & Name: _____
Effective Date of transfer: _____

Other: _____

MONIES RECEIVED NONE EXPECTED:
 SIA & /or Cash Match form attached.
 SIA form attached.
 Other: _____

AMOUNT RECEIVED DIFFERENT THAN EXPECTED:
 POST TAX - Employees cancelled (benefit)?
Benefit End Date: _____

PRE TAX - SRA form attach canceling deduction.
 Employee changed or added a benefit. SDA, SIA & /or Cash Match form attached, as appropriate.
 Other: _____

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18 of 18 8.5 x 11 in Microsoft PowerPoint - [focus.ppt] 11:34 AM

The Commonwealth of Virginia Provider Network

- *Provider Network Website: A list of eligible providers, products and contact information.*
- *www.fbmc-benefits.com/vaproviders.*
- *Changes for 2006*

The Commonwealth of Virginia Provider Network

<http://www.fbmc-benefits.com/>

FBMC-Proven Benefit Solutions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Dell Home Size

Address <http://www.fbmc-benefits.com/> Go Links Best of the Web Channel Guide Customize Links Free HotMail

FBMC

Account Information Download Forms Frequently Asked Questions Customer Service

Products & Services

Company Overview

Career Opportunities

Publications

Related Links

Site Map

proven benefit solutions

Customer Links

[Account Information](#)
[Download Forms](#)
[Frequently Asked Questions](#)
[Customer Service](#)
[News Links](#)

SPECIAL NOTES

- [11/14/2004] A [message](#) from the President of Fringe Benefits Management Company.
- [12/17/2003] You may now be reimbursed for certain Over-the-Counter (OTC) items, medicines and drugs from your Medical Expense FSA, depending on how your Employer's plan is designed! For more information on reimbursement of these newly-eligible expenses, please click on the link below!
[ELIGIBLE OTC REIMBURSEMENTS](#)

[Privacy Notice](#) | [Legal Disclaimer](#) | [WebMaster](#)
©2003

Done Internet

Start Conn... Virgin... Inbox... PHO... Micro... Micro... FBMC... RE: V... RE: V... 2:30 PM

The Commonwealth of Virginia Provider Network

Provider Network Homepage.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Virginia Provider Network homepage. The browser's address bar shows the URL <http://www.fbmc-benefits.com/VaProvTest/>. The page features a logo for 'The Provider NETWORK' with a diamond icon, and text indicating it is administered by Fringe Benefits Management Company. The main content area is divided into two columns. The left column contains navigation links: 'FBMC Home', 'Virginia Provider Network', 'What Do I Do Next?', 'For More Information On Your Employee Benefits', 'Virginia Dept. Of Accounts', and 'Virginia Dept. of Human Resource Management'. The right column contains introductory text about the network's purpose, followed by a 'Provider Listing' section with a link to 'View a complete listing of providers'. Below this is a 'Search by Provider Name' section with a list of letters (A-Z) and a note to click a letter to see providers. The final section is 'Search by Plans and Services', which includes a text box containing 'Accident Only Insurance Coverage' and a 'Go!' button. The browser's taskbar at the bottom shows the Start button, several open applications (including 'Connected...', 'Inbox - Micro...', and 'Fringe Be...'), and the system tray with the time 2:58 PM.

The Commonwealth of Virginia Provider Network

Multiple Provider Contacts

The screenshot shows a Microsoft Internet Explorer browser window displaying the website for the Virginia Provider Network. The browser's address bar shows the URL: <http://www.fbmc-benefits.com/VaProvTest/listproviders.asp>. The website header features the logo for 'The Provider NETWORK' and notes it is administered by Fringe Benefits Management Company.

The Commonwealth of Virginia Provider Listing

The following companies provide your voluntary insurance plans and services. Most Commonwealth of Virginia employees are eligible for the plans and services through payroll deduction. Many of the companies on the following list have agreed to pay the cost of this payroll deduction service. They are indicated by the words "No administrative fee." For those providers who offer post-tax voluntary products and do not pay the fee, there is a nominal charge of \$0.24 per pay period that will automatically be deducted from your pay. The fee will be \$0.35 per pay period for employees with pre-tax 403(b) annuity deductions, whose companies do not pay the administrative fee.

Click the provider name for more information.

- ▶ **American Heritage Life (Represented by So_Sec)** (Employee pays administrative fee)

SALES CONTACT INFORMATION		
Agent Name	Phone Number	Email Address
Larry Harvey, CEO	(540) 980-6558	ssia4813@hotmail.com

CUSTOMER SERVICE CONTACT INFORMATION		
Name	Phone Number	Email Address
Darlene Cooper	(540) 980-6558	ssia4813@adelphia.net

PLANS OFFERED
Accident Only Insurance Coverage, Annuity Plans, Cancer Expense Insurance Coverage, Disability Insurance Coverage, Heart/Stroke Insurance Coverage, Hospital Indemnity Insurance Coverage, Intensive Care Insurance Coverage, IRA Plans, Mortgage Protection Insurance Coverage, Permanent Life Insurance Coverage, Term Life Insurance Coverage, Universal Life Insurance Coverage

The Commonwealth of Virginia Provider Network

Change Of Name/Merger

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://www.fbmc-benefits.com/VaProviderNetwork/viewprovider.asp?id=93>. The page content includes the following sections:

- The Provider NETWORK**
Administered by [Fringe Benefits Management Company](#)
- [FBMC Home](#)
- [Virginia Provider Network](#)
- For More Information On Your Employee Benefits:
[Virginia Dept. Of Accounts](#)
[Virginia Dept. of Human Resource Management](#)
- Equitable Life Assurance (See AXA Equitable Life)**
- COMPANY INFORMATION**

Address:	1290 Avenue of the Americas 14th Floor
City:	New York
State:	NY
Zip Code:	10104
Telephone:	(212) 314-5769
Fax:	(212) 314-4561
A.M. Best Rating:	A.M. Best A
- CONTACT INFORMATION**

Name:	E.M. Ned Baber, CLU, ChFC
Address:	10 S. Jefferson Street, Suite 850
City:	Roanoke
State:	VA
Zip Code:	24011
Telephone:	(540) 983-7121
Fax:	(540) 344-7331
E-mail Address:	edgar.baber@axa-advisors.com
- Plans Offered**

No plans found for that provider.

Click your browser's Back button to try another provider.

The browser's taskbar at the bottom shows several open applications: Disconnection, Calendar, Microsoft Excel, focus.ppt, provider.ppt, and Fringe Benefits Management Company. The system clock indicates 3:04 PM.

The Commonwealth of Virginia Provider Network

Participant Brochures

Fringe Benefits Management Company - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Dell Home Size

Address <http://www.fbmc-benefits.com/VaProvTest/whatnext.asp> Go Links Best of the Web Channel Guide Customize Links Free HotMail

 **The Provider NETWORK**

Administered by Fringe Benefits Management Company

[FBMC Home](#)

[Virginia Provider Network](#)

[What Do I Do Next?](#)

For More Information On Your Employee Benefits:

[Virginia Dept. Of Accounts](#)

[Virginia Dept. of Human Resource Management](#)

What do I do next?

For information about how to enroll, please click on one of the icons below:

[Tax Sheltered Annuities Information](#)  [Download](#)

[Miscellaneous Insurance Information](#)  [Download](#)

Fringe Benefits Management Company
3101 Sessions Road, Tallahassee, FL 32303
800-533-2738, (fax) 850-425-6220
Email FBMC Customer Service

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Start Connected - Bla... Calendar - Micro... RE: Virginia DDA... Fringe Benefits ... Microsoft Power... 3:26 PM

The Commonwealth of Virginia Provider Network

Change Of Name/Merger

Fringe Benefits Management Company - Microsoft Internet Explorer

Address <http://www.fbmc-benefits.com/VaProvTest/VDOA403Flyer.PDF> - Microsoft Internet Explorer

Commonwealth of Virginia Tax-Sheltered Annuities (403(b) and 401(a))

Tax-sheltered Annuity products are supported through payroll deductions for employees at higher educational institutions and are processed through the Commonwealth Integrated Payroll/Personal System (CIPPS).

The Commonwealth does not sponsor the products offered under Tax-sheltered Annuity program. The program is intended to benefit employees by providing payroll deduction services for commercially available products among a "network" of independent vendors.

Salaried employees receive Cash Match contributions on paydays in which they receive a salaried paycheck and make a contribution to a 403(b) (i.e., tax-sheltered annuity). The cash match amount is 50 percent of the 403(b) contribution, up to the amount authorized in the Fiscal Year Appropriations Act (FY 2005 limits will be \$20 semi-monthly and \$40 monthly, respectively). Accelerated or catch-up contributions are not permitted in order to reach the maximum annual Cash Match. An employee may make one (1) change of participating vendor company annually.

Administrative fees are charged to fund the consolidated billing process, as the Commonwealth does not sponsor the tax-sheltered annuities for which deductions take place. In many cases, the Provider

**Commonwealth of Virginia
Provider Network:**
In order to participate in payroll withholdings for tax-sheltered annuities, the vendor must be active in the FBMC Provider Network. A list of eligible providers and contact information, with a notation regarding the requirement of an employee-deducted fee, can be found at the Virginia Provider Network website at www.fbmc-benefits.com/vsproviders.

As an eligible employee, you must:

- 1) Complete necessary paperwork required by the agent
- 2) Confirm approval by the vendor for the tax-sheltered annuity.
- 3) You and the provider agent must complete the necessary salary reduction agreement form located at: <http://www.doa.virginia.gov/procedures/payroll/psa/psahm.htm>
- 4) You must also complete the Cash Match Agreement form and submit to your Payroll Officer
- 5) The provider agent will submit the completed salary reduction form to FBMC
- 6) FBMC will communicate to your employing agency to begin withholding contributions to your annuity through payroll. **Your employing**

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Start | Connec... | Calend... | RE: Vir... | Fringe... | provide... | focus ppt | http://... | 3:27 PM

The Commonwealth of Virginia Provider Network

- *Customer Service*
 - *Agency Representatives: 800-872-0345*
 - *Participants: 800-342-8017*
webcustomerservice@fbmc-benefits.com
- *Payroll Deduction Schedule is located at*
www.doa.virginia.gov/Payroll/TPA/TPA_Cutoff_Dates.cfm

The Commonwealth of Virginia Provider Network

Payroll Cutoff Schedule

TPA CUT-OFF DATES - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.fbmc-benefits.com/vadmin/paysched.aspx>


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[Virginia Provider Administrative Information Home](#)

[Administrative Information](#)

[2005 Vendor Manual](#)

[Frequently Asked Questions](#)

[Payroll Schedules](#)

TPA CUT-OFF DATES

CALENDAR YEAR 2006

Pay period	FBMC CUT-OFF	CHANGE LIST TO AGENCY	DOA Certify deadline	PAYDAY
12/25/05-01/09/06	12/22/05	12/29/05	01/06/06	01/12/06
01/10/06-01/24/06	01/12/06	01/19/06	01/26/06	02/01/06
01/25/06-02/09/06	01/27/06	02/03/06	02/10/06	02/16/06
02/10/06-02/24/06	02/08/06	02/15/06	02/23/06	03/01/06
02/25/06-03/09/06	02/24/06	03/03/06	03/10/06	03/16/06
03/10/06-03/24/06	03/13/06	03/20/06	03/27/06	03/31/06
03/25/06-04/09/06	03/27/06	04/03/06	04/10/06	04/14/06
04/10/06-04/24/06	04/11/06	04/18/06	04/25/06	05/01/06
04/25/06-05/09/06	04/26/06	05/03/06	05/10/06	05/16/06
05/10/06-05/24/06	05/11/06	05/18/06	05/25/06	06/01/06
05/25/06-06/09/06	05/26/06	06/05/06	06/12/06	06/16/06

Internet

Start Sent Items - Microsoft Outlook Client List... TPA CU... FW: FBM... 12:08 PM

The Commonwealth of Virginia Provider Network

- *Termination Reports:*
 - *List terminated employees*
 - *Work location/alpha order*
 - *Name, Social Security Number, Work Location, and Termination Date.*
 - *Provided to the DOA*
 - *Due March 31st, 2006*

The Commonwealth of Virginia Provider Network

- *Change Listings via FTP*
 - *Flexibility: agencies will receive reports for their groups*
 - *PDF format for viewing using Acrobat Reader*
 - *FBMC Website: Agencies log in and retrieve their change reports electronically.*
 - *Log in ID's associated with specific report file*
 - *The above enhancements will be complete April 1st or sooner.*

The Commonwealth of Virginia Provider Network

- *Remember...*

Don't make changes w/o Change List

Providers-approved products only

When in doubt, contact us.

The Commonwealth of Virginia Provider Network

- *Questions/Discussion?*
- *Suggestions/Questions: Email Scott Mixon at smixon@fbmc-benefits.com*