

## BENEFITS “SHORT START” ACKNOWLEDGEMENT

FrankCrum is excited to be your partner in providing quality Fortune 500 benefits for your employees. We find that the benefits implementation process takes approximately 30 days to complete. This allows employees sufficient time to consider plan options, make informed decisions, and receive their member ID cards while allowing us to work with various parties on administrative details before the benefit plan’s effective date.

We understand that \_\_\_\_\_ wishes to proceed with a benefit effective date of \_\_\_\_\_ for coverage.

Working towards this effective date falls short of the required 30-day window for benefits implementation, which will impact our process. As your benefits partner, we will do everything we can to support a smooth transition, but it’s important to understand the potential consequences of a shortened benefits implementation timeline.

Please initial the boxes below to acknowledge your understanding and commitment to communicating these vital details to your employees:

\_\_\_\_\_ Employees will have a reduced Open Enrollment period in which to make benefit elections.

\_\_\_\_\_ In the event benefit enrollments are not processed in time to be reflected on the first check date, missed benefit deductions will accumulate in arrears and will be applied to the first check of the month after your benefits effective date based on your agreed billing method indicated below.

1. Concurrent billing or first check date of the month proceeding, or  
 2. Month in advance

\_\_\_\_\_ Implementation delays with the carrier may result in the inability to verify coverage on the effective date with the provider.

\_\_\_\_\_ Access to electronic and/or physical member ID cards is dependent upon each carrier’s process and may take up to 10 business days from the date of receipt. Employees may incur out-of-pocket expenses for their healthcare and be required to submit claims for reimbursement of eligible expenses incurred on or after the plan’s effective date.

To best support you and reduce administrative errors that sometimes accompany a shortened benefits implementation, we ask that you and your employees handle all action items in a timely manner.

<b>SCHEDULE FOR BENEFITS “SHORT START”</b>	<b>DUE DATE</b>
Effective Date	
Benefits Welcome Call	
Benefits Administration Summary (DocuSign)	
Open Enrollment	
Other:	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date