

To: HR Leaders and Benefit Specialists  
From: Tim Klopfenstein  
Re: CICV Benefits Consortium Distribution of:  
**Summary Annual Report and Notice of Privacy Practices**  
Date: June 4, 2015

The Consortium's 2014 Summary Annual Report ("SAR") and our Notice of Privacy Practices are ready for distribution.

**Required Communication: Who, What and When**

We must communicate the availability of these documents to all participants, including enrolled employees, early retirees, COBRA participants and wellness participants (even if they have no other coverages) by **September 30, 2014**. I am requesting your assistance in this regard. As a reminder, this information **will not** be communicated to your participants from the Consortium office, Anthem, Delta Dental, Davis Vision, LD&B or KSPH.

**Required Communication: How → For Employees of Your Institution Who Use a Computer**

To employees who have access to a computer as a part of their routine job functions and can print the documents at no cost to themselves, you may email them. May I also suggest that you post them on your website alongside other plan documents and notices?

It is important that you be able to demonstrate that your participants received the notification. For this reason, whoever sends the notice must save the distribution list that was used, and if available, use return-receipt and notice of undelivered electronic mail features.

**Sample Communication**

Re: Important Information about Your CICV Benefits Consortium Health and Welfare Plans

[Insert name of college] is a member of the CICV Benefits Consortium. The CICV Benefits Consortium health and welfare plan Summary Annual Report and Notice of Privacy Practices are attached to this email. You are responsible for providing a copy of this notice to your family members who are participants in the health plan. You have a right to print the attachment or to request and obtain a paper version of the documents at no charge. Contact [Insert Contact Name] at [Insert Contact's Phone Number] or [Insert Contact's Email and Flat Mail Address] to request a paper version.

**Required Communication: How → For Employees Without Job-Related Electronic Access, including Early Retirees, COBRA and those on Leave of Absence**

Those without job-related electronic access to a computer should be sent printed documents to his/her home address via first class mail. No cover letter is required. Please note that the Privacy Notice is set up to be printed on legal size paper.

It is important that you be able to demonstrate that your participants received the notification. For this reason, whoever sends the notice must save the mailing list that was used and must follow up on any returned mail.