

## BUILD YOUR FUTURE WHILE ENJOYING THE PRESENT

ENJOY OUR NEW SELF-SERVICE ENROLLMENT SYSTEM | IMPORTANCE OF SAVING (YES, EVEN NOW!) | HOW TO USE YOUR SPENDING ACCOUNTS | GET FREE SUPPORT WITH OUR EAP

### NEW! SELF-SERVICE UKG MANAGE MY BENEFITS ENROLLMENT SYSTEM

We are excited to announce our new UKG self-service benefit enrollment system, **Manage My Benefits**, rolled out August 1, 2022. **Manage My Benefits** is the enrollment portal in UKG you will use to:

- + Enroll in benefits (open enrollment, new hires, rehires)
- + Upload dependent documentation
- + Complete Qualified Life Events
- + Update beneficiaries

New features include the ability to benefit shop before making elections, educational resources, and videos to assist in making benefit decisions, uploading dependent documents directly within the enrollment process, and the ability to download the **UKG Pro app** from Apple App or Google Play to enroll in benefits (Company Code: ACAHC).

### SAVE FOR THE FUTURE YOU WANT

At Acadia, we are proud to support you in all areas of your life—both at work and at home—and retirement is no exception. The Acadia 401(k) Plan is designed with your golden years in mind.

### Don't Miss Out on Extra Money for Retirement

If you contribute to the Acadia 401(k) Plan, we contribute to your account too! For eligible participants, Acadia matches 50% on the first 4% of your deferrals. If you aren't taking advantage of the Acadia match, you are missing out on extra money for your future! Keep in mind, Acadia will contribute to your account whether you are contributing traditional pre-tax contributions or after-tax Roth contributions.

### It's Always the Right Time to Invest

With headlines talking about a bear market and record-breaking inflation, you might be questioning if you should change your investment strategy or if you should be investing at all. You may be asking if now is the right time to start contributing or to increase your contributions to our 401(k).

Luckily, the answer to these questions is simple—it is always a good time to invest! Research has shown consistently investing pays off. According to Charles Schwab, out of five different investing styles, investing your funds as soon as you can paid off. Even investing your funds at a “bad time” pays off when you look at it over a long period of time.

### Start Today—Your Future Self Will Thank You

To enroll in the Acadia 401(k) Plan, make changes, or check your account status, contact Empower at **866.467.7756** or by visiting **[www.empowermyretirement.com](http://www.empowermyretirement.com)**.

## MAKE THE MOST OF YOUR SPENDING ACCOUNTS

If you participate in a Health Care Flexible Spending Account (FSA) or Health Savings Account (HSA), it is important to make sure you are making the most of these funds. You can use these funds to pay for expenses including:

- + Ambulance service
- + Chiropractic care
- + Contact lenses (corrective) & contact lens solution
- + Copays
- + Deductibles
- + Dental care (excludes cosmetic services)
- + Eye exams
- + Hearing aids and exams (includes batteries)
- + Insulin
- + Over-the-counter medications
- + Physical therapy
- + Transportation/travel expenses for medical care (lodging, mileage, tolls, and parking)

### Healthcare FSA Deadline December 31

Check your Health Care FSA balance and make a plan to use those funds. Remember, any funds in your Healthcare FSA at the end of the year will not carry over and cannot be returned to you. Use them—don't lose them!

## Validating FSA and HSA Expenses

When you use your FSA and HSA funds, you may be asked to provide additional documentation or details to confirm it was an eligible expense.

Failure to respond to requests for information may result in the **denial** of an **eligible** expense.



### Have You Checked Your HSA Balance Lately?

If you are enrolled in our HSA, we deposit money into your account twice a year—January and July. You may have more in your account than you think if you haven't checked your balance recently.

## GET FREE SUPPORT TO TACKLE LIFE'S CHALLENGES

Everyone has challenging times in their life where they need a pick-me-up, and Acadia is proud to partner with LifeServices EAP to offer you and your family just that—care and support when you need it most. There are a wide variety of services available through our Employee Assistance Program (EAP) including counseling, legal, financial, work life, and more.

We encourage you and your eligible dependents to use the free and confidential services our EAP offers, including:

- + Assessment and counseling with a qualified EAP representative
- + Employees will receive up to 6 free sessions of counseling or advising for EACH occurrence
- + Referrals to needed community resources
- + Easy-to-use website

## Help Is a Call or Click Away

To get started, contact LifeServices EAP by calling **800.822.4847**, or go online at **www.lifeserviceseap.com** and access with **Company Code: LS0230**.