

TAKING CARE 101: ACADIA TIPS & TRICKS

NEW HIRE TO-DOS | HOW TO HAVE A “NO BUMMER” SUMMER | HSA HAUL: SUMMER 2024 | NAVIGATING YOUR MENTAL HEALTH JOURNEY

NEW HIRE TO-DOS: ADDING DEPENDENTS


Secure your dependents’ coverage for the plan year during new hire enrollment.

Adding dependents during your new hire enrollment period is quick and easy if you follow the steps outlined below to ensure proper coverage:

1. Newly hired employees must enroll for benefits within their **first 30 days, including dependents**.
2. Access your enrollment session within UKG by clicking on **Myself > Benefits > Manage My Benefits > “Add Family Member”** or reach out for enrollment assistance by calling MyHR at **844.866.1475**.
3. Adding proper documentation for dependents is a **required** step. If adding dependents to the medical plan, you are required to upload verification documents. **If documentation is not uploaded by the enrollment deadline, the dependent(s) will be removed from the medical plan.**
4. Access your required documentation after you have finished enrolling. Click on **Your To-Do List** on your Enrollment Confirmation page OR click on **Manage My Benefits > Documents > My Documents** from the UKG homepage.
5. Upload documents under the **My Documents** tab by dragging the files from your desktop or uploading photos if using the UKG Pro app and click **Submit**. Documentation requests will be pending until approved in the system.
6. Review the list of approved dependent documentation to the right if you are unsure what to submit into UKG.

SPOUSE	CHILDREN UNDER AGE 26	HANDICAPPED/DISABLED CHILDREN
Copy of page one of your most recent tax return showing you filed as married	Copy of page one of your most recent tax return listing the child(ren) as a dependent	Copy of page one of your most recent tax return listing the child(ren) as a dependent AND Proof of disability from the Social Security Administration prior to age 19
OR		
Copy of certified marriage certificate	One of the following: + Copy of birth certificate + Custodial papers + Court order + Adoption papers	One of the following: + Copy of birth certificate + Custodial papers + Court order + Adoption papers

If you still have questions before or after you enroll online, reach out to MyHR for support at **844.866.1475**.



CURIOUS ABOUT PRESCRIPTION COVERAGE FOR YOU AND YOUR DEPENDENT(S)?

Text “**JOIN**” to **69717** for a link to the Express Scripts registration page.

HOW TO HAVE A “NO BUMMER” SUMMER

You’ve heard the saying before: “If you can’t stand the heat—get out of the kitchen!” But don’t let the summer heat keep you from enjoying the summer activities you love the most: mainly, the **food, friends** and **festivities!**

Protect Your Plate

Making sure your food stays fresh during the peak summer months can be tricky. Here are a few good rules of thumb to keep those summer dishes cool as a cucumber:

- + Hot foods should be kept at or above 140 degrees—this means, once you have finished your BBQ and the food has started to cool down, wrap those leftovers up and take them to the fridge!
- + Cold foods should be kept at or below 40 degrees—this is the trickier one, especially when it’s so hot outside! Keep ice handy and rest food containers on top to keep your food cool while they sit and you feast!
- + Any food left out after two hours should be properly stored in the fridge to keep bacteria from growing.

Prevent Fireworks Accidents

A big part of summer festivities are the fireworks. If you’re planning on setting off your own, where fireworks are legally allowed, then you should follow these steps:

- + Store your fireworks in a cool, dry place away from pets and children.
- + Choose a location away from buildings/trees to set them off and make sure spectators keep a safe distance.
- + Keep water on hand for emergencies.
- + Make sure whoever lights the fireworks wears proper eye protection.
- + Never attempt to relight a “dud.”

HSA HAUL: SUMMER 2024

HDHP benefits just got even fresher.

It’s time to use your Health Savings Account (HSA) to its fullest—no more waiting for your favorite health & wellness products to go on sale to get your latest skincare fix or only using your HSA dollars for boring band-aids and ointment. Shop the **HSA Store** today and purchase all your favorites using your HSA funds and live your best (healthiest) life. **Don’t have an HSA?** Enroll in Acadia’s HDHP today and enjoy all the benefits an HSA has to offer—including savings on the hottest products below—**all eligible to be purchased using HSA dollars.**

Summer 2024 Product Spotlight



Oura Ring

It’s time to give yourself a refresher course on your overall health with the Oura ring—monitor sleep biometrics, heart rate, blood oxygen levels, temperature trends and more through this single device. This is healthcare wrapped around your finger.



Cure Bundle

Looking for a healthy way to rehydrate after a long weekend in the sun? Look no further than this bundle of Cure (a women-owned brand)—offering no-sugar, no artificial ingredient electrolyte mixes to give you a fresh feeling and kick-start your week.



Mighty Patch

Your favorite “Hero” is now FSA-eligible! These patches are small but mighty—simply stick them on before bed and wake up to visibly reduced whiteheads. This drug-free and non-drying formula will give your skin that fresh feeling when you need it most!

NAVIGATING YOUR MENTAL HEALTH JOURNEY

A mobile app offering access to our Employee Assistance Program (EAP) now powered by CuraLinc, is here to help you better navigate your mental health journey. Download eConnect Mobile and you can:

- + Access 24/7/365 communication to help you through various life challenges that require outside support, such as virtual counseling sessions or text therapy.
- + Receive personalized program recommendations based on your needs and interests.
- + Discover flash courses, self-assessments, financial calculators, career resources, articles, tip sheets and videos.

Download the eConnect app on the [Google Play](#) or [App Store](#).

LTD Bonus: Cognitive Behavioral Therapy

Discover a brand-new offering for those covered under Long Term Disability insurance through MetLife: TELUS Cognitive Behavioral Therapy (CBT).

At no additional cost for you and your covered family members, CBT can be an effective way to understand and change thoughts, feelings and behaviors surrounding issues you're currently battling. With TELUS Health CBT, many mental health conditions and symptoms of these conditions can be treated: from anxiety and depression to burnout and pain management. Visit [TELUS Health CBT](#) on the MetLife website for more information on how to get started. Below are a few FAQs on CBT:

1. How much does it cost?

- A Access to this service is provided at no cost to employees enrolled in MetLife Long Term Disability insurance.

2. How does it work?

- A First, you will assess your personal needs through an online questionnaire and either an online video or phone consultation with a licensed professional therapist. From there, you'll work through structured modules at your own pace. Your therapist will track and monitor your progress and schedule check-ins along the way.

3. Is CBT effective?

- A CBT is proven to be an effective and efficient method of therapy for anxiety, depression, pain management and many other mental health conditions. TELUS Health CBT online therapy can be as effective as traditional, in-person CBT.

4. Are TELUS Health CBT therapists qualified?

- A All TELUS Health CBT therapists are licensed health professionals who:
 - + Have completed an intensive screening program.
 - + Are well-versed, experienced CBT practitioners.
 - + Receive specialized diversity and inclusion training focused on mental health services.

5. Is it confidential?

- A Your personal information will never be shared.

6. What languages are available?

- A Services and most modules are available in both English and Spanish.

7. Who is eligible to use the service?

- A The insured and household members aged 18 and older may use the TELUS Health CBT service.



View this educational [video](#) to learn more about CBT and the benefits this therapy can offer to you. Remember, help is only a quick click away.