Important Information About Your Flex Benefits and...

Transferring to/from the Department of Water & Power (DWP)

The City and DWP provide separate benefit programs and coverage does not overlap. As you prepare to move to your new job, there are a few things you should do to make sure you don’t experience a break in benefit coverage.

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<th>Transferring to DWP</th>
<th>Transferring from DWP to the City</th>
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<td><strong>When Flex coverage ends</strong>&lt;br&gt;On the last day of the month in which City employment ends – for you and any enrolled dependents&lt;br&gt;<em>For example, if your transfer is effective September 15, your Flex coverage will end on September 30</em></td>
<td><strong>When Flex coverage begins</strong>&lt;br&gt;<em>If you have not previously worked for the City or if it has been more than a year since you worked for the City, Flex coverage begins the day you enroll; you’ll receive an enrollment package within 4 to 6 weeks of your first City paycheck&lt;br&gt;</em>&lt;br&gt;*<em>If you worked for the City and were enrolled in Flex earlier in the same calendar year, Flex coverage will begin the day your City department reports your transfer; you’ll receive a confirmation statement showing the Flex coverage you had before leaving the City and you’ll have 15 days to call or go online and make any changes</em></td>
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**What You Can Do To Avoid A Break in Medical Coverage**

- Contact the DWP Health Plans Office at 213-367-2023 between the hours of 7 a.m. and 2 p.m. (closed for lunch from 11:30 - 12:30) to enroll in health and/or dental coverage; you must enroll within 31 days of the effective date of your transfer or you will have no coverage.

- Contact the DWP Health Plans Office at 213-367-2023 from 7 a.m. to 2 p.m. (closed for lunch from 11:30 - 12:30) Monday through Friday to find out when DWP coverage ends; coverage is based on payroll deductions. Depending on when you leave DWP, your coverage may extend beyond your last day of DWP employment.

- Contact the Employee Benefits Division at 213-978-1655 immediately if you will have a break in coverage; in this case, you can be enrolled in FLEX medical coverage right away
  - if your first City paycheck is an “emergency” check – meaning you are not yet on the City payroll system – contact the Employee Benefits Division immediately so the appropriate enrollment information can be provided to you with no delay.

- City Flex benefits include health, dental, Healthcare Flexible Spending and Dependent Care Reimbursement Accounts, life insurance, AD&D insurance and disability coverage.

- The DWP 3-Flex Plan refers only to paying premiums on a pre-tax basis and the flexible spending accounts. The administration of health and dental coverage are separate from the 3-Flex Plan.

Be sure to contact the DWP Benefits Office to find out when your DWP benefits begin or end. How this works depends on the date of your transfer. The Employee Benefits Division does not receive this information from the DWP.
Health and Dental Coverage

To ensure claims are processed appropriately, it’s a good idea to wait until you receive your ID card from your new plan before seeing a doctor or dentist for routine services. Generally, providers will require an ID card as proof of coverage to provide care based on the plan’s benefits – such as set copayments for office visits.

If you or a covered family member has a medical or dental emergency before ID cards arrive, contact the appropriate benefits office for your new plan – the Employee Benefits Division or the DWP Benefits Office.

Healthcare Flexible Spending Account and Dependent Care Reimbursement Account

If You Transfer To DWP

You can file claims for expenses you had during this calendar year by April 30 of the next calendar year. If you don’t file by the April 30 deadline, you forfeit any money left in your account. This is an IRS rule. To be eligible for reimbursement, expenses must be for eligible healthcare or dependent day care expenses provided during the time you participated in the account. Your participation ends on the last day of the month in which you worked for the City before transferring to DWP.

Claim forms are available online at www.myflexla.com or from the Employee Benefits Division.

If You Transfer From DWP to the City

Contact the DWP 3-Flex Plan administrator at 213-367-2043 for information on deadlines and claim forms for filing reimbursement account claims under your DWP account.

Resources

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<th>If you have questions about:</th>
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<tr>
<td>Flex health and life benefits</td>
<td>Employee Benefits Division at 213-978-1655 or <a href="http://www.myflexla.com">www.myflexla.com</a></td>
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<tr>
<td>DWP health and dental benefits</td>
<td>Go to <a href="https://ebenefits.ladwp.com">https://ebenefits.ladwp.com</a> for the LADWP Health Benefits Office Options Guide. This website gives the current overview of the health and dental benefits available to all active and retired DWP employees and future DWP employees. You do not have to be a current DWP employee to view this website. Or call the LADWP Health Plans Office at 1-800-831-4778</td>
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<tr>
<td>Your City retirement benefits</td>
<td>LACERS at 1-800-779-8328 or <a href="http://www.lacers.org">www.lacers.org</a></td>
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<td>Your City deferred compensation account, for example, if you want to transfer your savings to another investment account or individual retirement account (IRA)</td>
<td>• Employee Benefits Division at 213-978-1655  • Great West at 1-888-466-0381 or <a href="http://cityofla457.com">http://cityofla457.com</a></td>
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This summary is published by the City of Los Angeles Joint Labor Management Benefits Committee. It provides only highlights of family status changes and the Flex program. It does not change the terms of your benefit plans or the official documents that control them. If there are any inconsistencies between this summary and the official plan documents, the plan documents will govern. Plan documents are the legal papers that describe the benefit plan rules in detail. They may include insurance policies and similar kinds of contracts.