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**MEMORANDUM**

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**TO:** HEALTH AND DENTAL IBBP PLAN ADMINISTRATORS  
**FROM:** CHRIS WEHDE, VICE-PRESIDENT  
**SUBJECT:** ADMINISTRATIVE GUIDELINES FOR MULTIPLE HEALTH AND DENTAL PLANS  
**DATE:** 5/30/2007

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The Iowa Bankers Benefit Plan (IBBP) will allow an employer or holding company with 10 or more employees to offer two different health plan deductible choices and two different dental plans for their employees with the following guidelines.

- Employees may choose between two health plans and/or two dental plans.
- The employee must remain in the health and/or dental plans at least one full calendar year: January - December.
- After being enrolled in the plan a full calendar year, the employee may choose a higher health plan deductible option (if the bank offers one) at the next Annual Benefit Election Period (see below). An employee may choose between all dental plans offered during the time of the Annual Election Period.
- Unless a Qualifying Event (see below) occurs, an employee may not choose a lower deductible health plan or choose an effective date of change other than January 1 of each calendar year.

An employer or holding company with 50 or more employees may offer up to three different health plan deductible choices and up to three different dental plans with the same restrictions as described above.

**Qualifying Events** are described as:

- Marriage or divorce of the employee
- Birth of a child
- Adoption or guardianship of a child
- Loss of other group coverage due to loss of employment
- Death

OUR OFFICE MUST RECEIVE NOTICE OF A QUALIFYING EVENT WITHIN 31 DAYS OF  
THE OCCURRENCE.

As a reminder, if an employee terminates health coverage for themselves or their dependents and then wants to add health coverage at a later date, the employee and/or dependents are subject to pre-existing condition limitations unless the employee and/or dependent has a Qualifying Event or can produce a Certificate of Creditable Coverage from a qualified health plan. Please refer to the COBRA information and our participation agreement, as well as, this document on employee eligibility and other rules or conditions involving offering health and dental coverage under the Plan.

Employers or holding companies offering more than one health and/or dental plan will have an **Annual Benefit Election Period** of November 1 – November 30 for both health and dental plans with an effective date of the following January 1.

If you have any further questions, please contact our office at 1-800-258-1415. Thank you for your continued support.