



Welcome to the Kindred team!

As a new Kindred employee, you play an important part in Kindred's mission of providing hope, healing and recovery. We strive to ensure that our new employees have the support, tools, and resources to provide the best care possible for our patients and residents.

Be sure to complete the following steps in your first couple of days at Kindred:

- **Submit your documentation:** Provide your HR Contact with your I-9 form, W-4 form and direct deposit information.
- **Enroll in your benefits:** Make sure you enroll in Medical, Dental, Vision, Supplemental Life and AD&D Insurance, Health Care FSA, Limited Purpose FSA and Dependent Day Care FSA within 31 days of your hire date through the Kindred Benefits Marketplace. **Note:** If you choose not to enroll in benefits, you will still need to assign a beneficiary to your employer-provided Life and AD&D Insurance.
- **Enroll your dependents in benefits:** If you are adding a dependent to your coverage, you must submit Dependent Verification for any dependents you include on your healthcare, dental or vision plan(s) within 41 days of your hire date.
- **Check out our wellness program:** Review the wellness requirements and see how you can save on your medical rates if you are enrolled in a Kindred medical plan. **Important!** The rates displayed when you first enroll are the Healthy Rewards Rates. You must participate in the Healthy Steps Wellness program and complete the wellness requirements in order to receive the Healthy Rewards Rate and save \$75 for employee-only or employee + children coverage/\$200 for all other coverage tiers per month.
- **Get to know Kindred:** Explore this website, and ask your manager and peer companion any questions you may have.

Dependent Verification

You are required to provide eligibility verification and Social Security numbers for any dependents you include on your healthcare, dental or vision plan(s). Eligible dependents under our healthcare, dental or vision plans include:

- Your spouse or qualified domestic partner (same or opposite gender)
- Your children under age 26 for healthcare, dental and vision
- Dependent children of your qualified domestic partner if your partner is covered on the plan

Documentation includes:

- Spouse – marriage license or copy of the first page of your most recent federal tax filing
- Child – birth certificate, adoption paperwork, guardianship/custody paperwork or copy of the first page of your most recent federal tax filing
- Domestic Partner – proof that you have shared a permanent residence for a minimum of six months and continue to do so currently, or a copy of the first page of your most recent federal tax filing; if you reside in a state that recognizes civil unions and you have your civil union certification or domestic partner registry certificate, please provide



To submit your dependent documentation:

- Complete all necessary information on the Life Event/Dependent Verification Form.
- Sign and date the form.
- Submit the form and the required documentation by:
 - **Uploading to the enrollment website:**
 - § Visit the Kindred Benefits Marketplace Select the My Documents link in the left-hand navigation bar on the home screen
 - § Find the request associated with your dependent's name
 - § Click the 'Upload a Document' button on the request
 - **Emailing** kindredverifyfamily@mercero.com
 - **Faxing** 515-365-0692
 - **Mailing** to Mercer Marketplace, PO Box 14501, Des Moines, IA 50306-3501
- Please retain proof of submission if sending via email or fax.
- You can track the status of your documentation in the My Documents section of the Kindred Benefits Marketplace.

If you fax the dependent verification documentation, keep your fax confirmation sheet for future reference. If you email the dependent verification documentation, keep a copy of your sent email for future reference. You may be asked to provide a copy as needed. In order to ensure your newly enrolled dependent is covered, you must fax or email the required documentation within 41 days of your hire date.

If you cover a same-sex spouse and have questions about tax implications, please contact your tax advisor.

Right to Appeal

If you miss a deadline you may have the opportunity to submit an appeal within 60 days of the coverage effective date or the date your rate increases as a result of a missed wellness program deadline. Please see the Kindred Benefits Marketplace Appeals Form on the Resources page of Kindred for Me for more details.