



# CMCSS Newsletter

June 5, 2017

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## Dr. Worthington Retires



Family, friends and staff gathered on June 1 to wish Director of Schools Dr. B.J. Worthington well as he begins his retirement. A monetary gift was presented from Central Office staff, who donated toward an African safari he hopes to one day take. Principals and the Instructional Team presented a custom-made brick bench, located at the PD entrance to Central Services South and constructed by WCHS lead custodian Ronnie Kail.

# Benefits Update

## Made Any Changes? Have Any Changes Coming Up Over the Summer?

If you're moving, changing your name, or doing anything that affects your personal information, be sure to let Human Resources know.

If you're adding a spouse or new baby, or making any changes to your insurance, contact the Benefits Office. Remember that changes to your insurance coverage due to a status change must be made within 30 days of the event.

If you need to update your beneficiary forms, please contact the Benefits Office.

Benefits Office is open Monday through Friday 7:30am to 4:30pm

Donna McIntosh – [donna.mcintosh@cmcoss.net](mailto:donna.mcintosh@cmcoss.net)

Amy Wigington – [amy.wigington@cmcoss.net](mailto:amy.wigington@cmcoss.net)

Faye Tryon – [faye.tryon@cmcoss.net](mailto:faye.tryon@cmcoss.net)

## Insurance Audit on Dependents

We are all aware of how important it is to have adequate health care coverage. We also know how expensive paying for healthcare can be. What you may not know is that Clarksville-Montgomery County School System (CMCSS) is self-insured, which means health care claims are funded by CMCSS, not an outside insurance company.

As part of CMCSS's ongoing efforts to monitor cost and affordability of our benefit plans, we want to ensure that only eligible dependents are enrolled in these programs since covering people who are not eligible dependents increases our cost for health coverage which is reflected in the premiums deducted from our paychecks. Therefore, we are conducting a dependent eligibility verification through Consova Corporation, a Benefit Cost Containment firm. Consova is known for their professionalism, confidentiality and sensitivity to employees' concerns. Consova's experience shows that 5%-8% of dependents are typically ineligible for the plan, which when removed, results in a 3%-5% reduction of annual plan expense. This process will help reduce the escalation of rate increases that our healthcare costs have experienced, which is good for everyone, including you as a member.

If you are currently enrolled in 2-party or family medical through CMCSS / Blue Cross Blue Shield of TN, you should have received a communication packet from Consova. Please take time to provide the requested documentation as this is necessary in order to maintain the stability of our plan.

As a reminder, eligible dependents include:

- 1) Your legally married spouse (legally separated or divorced spouses are not eligible for coverage)
- 2) Children who are under age 26 and are:
  - A) Your natural child, legally adopted child, or child in the process of being adopted;
  - B) Stepchild;
  - C) A child whom you have legal guardianship of; or
  - D) A child who is the subject of a Qualified Medical Child Support Order (QMCSO) issued to you.

Also, please note that if you are enrolled in single medical, no action is required by you and you will not receive any correspondence from Consova.



# Frequently Asked Questions

## **Why am I being asked to provide this documentation?**

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## **What if my covered dependent's name is not listed on the letter I received?**

Please contact the Benefits Office with your dependent's name so that we can verify their coverage. (Amy Wigington / Donna McIntosh / Faye Tryon) No documentation is required from you at this time for this dependent. We are investigating why a dependent may not have been included in your letter and you will be contacted if any further information is needed.

## **What if my covered dependent is aging off this summer?**

Please provide the information requested by CONSOVA to ensure that coverage continues until the last day of eligibility (which is the last day of the month in which they turn age 26).

## **What if I am unable to find my Marriage Certificate?**

You can print a Marriage Certificate by going to the website of the county/state in which you were married and entering basic information.

## **What if I was married in a country other than the United States?**

Contact CONSOVA and they can assist you with the proper documentation for the country in which you were married.

## **What if I do not have a copy of my 2016 tax return?**

You are able to obtain a free transcript of your taxes directly through the IRS. The phone number is 800-908-9946 or you can request on line at <http://www.irs.gov/Individuals/get-transcript>.

## **Why are we using a third party to conduct this audit?**

The Medical insurance plan has approximately 2,468 employees enrolled and over 6,000 dependents covered on the plan. Due to this volume it was determined by the Insurance Trust Board that entering into a service agreement with Consova would be the most efficient and effective way to ensure the accuracy and integrity of the audit. Consova is a pioneer in the industry, with their core business being dependent eligibility verification. Consova charges a set fee for each dependent enrolled in the medical plan. No fee is based upon, the number of dependents who are removed from the plan.

## **How will ineligible dependents be removed from the Insurance Plan?**

If an employee does not respond or does not provide required documentation, they will have an appeal option with Consova. If after that appeal it is determined that the employee's dependents are not eligible for coverage, notification will be made to the CMCSS Benefits Office for review before medical coverage is terminated for dependents.



## Onsite Clinic Hours Update

The Onsite Medical Clinic has updated its hours for the satellite clinics. All satellite clinics will be open from 8:30 a.m. – 5 p.m. daily and the Main clinic (Pageant Lane location) hours remain 7 a.m. - 5:30 p.m. Feel free to call and make an appointment at (931) 906-2001.



### Recommendations for District Improvements

To submit recommendations for district improvements, please go to Questions & Comments at the bottom of the district website or visit this link: <http://www.cmcss.net/helpfullinks/feedback.aspx>.

### District Documents

All district documents can be searched for at <http://www.cmcss.net/forms.aspx>. To request updates to documents, please email April Sparks at [april.sparks@cmcss.net](mailto:april.sparks@cmcss.net).

*Remember, the online version of any document is the official version.*

### Below are policy updates:

Policy Number	Policy Name	Revision	Revision Date
PUR-A001	Purchasing	J	5/01/2017
HUM-A046	Employee Compensation Plan	M	5/01/2017
HUM-A075	Substitute Probationary Substitute Status and Review Period	A	5/01/2017
HUM-A001	Employment Classifications	D	5/15/2017
INS-A021	Advanced Placement and Honors Programs	F	5/22/2017
OPS-A016	Storage of Commercial Drivers Safety Sensitive Files	IR	5/30/2017
HUM-A010	Accommodating DCS Investigations	B	5/30/2017

## Positive Feedback

Have you seen something positive around the district? Please tell us! You can report any comments or positive experiences at [www.cmcss.net/helpfullinks/feedback.aspx](http://www.cmcss.net/helpfullinks/feedback.aspx).

Big shout out to the Technology Department for making CMCSS graduations available online this year. We have received many thanks from the public on social media and through emails. Family and friends who could not make it to the graduations were very appreciative.

### **Department Complimented: Operations (Maintenance)**

***Submitted by: Debbie Winters***

I would like to express my thanks for Mr. Steve Davis who is extremely talented in woodworking. In the past, he has built many different furnishings for our library. The most recent item he built is a sign-in table. He did a beautiful job and I have received many compliments on it already. I appreciate his diligence and attention to detail. Thanks so much!

# Community

## Born Learning Trail

As United Way's Day of Action approaches on **June 21**, the volunteers are ramping up for the **Born Learning Trail** project. You and your workplace teammates are invited to join in this fun and meaningful volunteer opportunity. All volunteers will receive a LIVE UNITED t-shirt in bright new colors! (See project details below.)

Registering is easy: Sign up at:

<http://volunteerclarksville.volunteerhub.com/Events/Event/Summary.aspx?EventID=4572174>  
or contact Dana Fields at (931) 647-4291.

Right from birth, children are constantly learning. What they learn during those early years depends on the experiences they have each and every day. To promote these early learning opportunities, United Way is excited to partner with the City of Clarksville Parks and Recreation Department to install a **Born Learning Trail** in our community. Located at Liberty Park, the trail will contain 10 interactive signs and activities that adults can engage in with young children to turn an outdoor trip into a fun learning experience.

- **TIME:** Volunteers are needed between 8 a.m. – Noon
- **WHAT YOU WILL DO:** Tasks include assembling/installing signage and painting hopscotch activities on the sidewalks. There is opportunity for all skill sets to help.
- **PICNIC LUNCH:** In appreciation of your hard work, volunteers can enjoy a picnic lunch in the park from 12:00 -1:30 pm.
- **RIBBON CUTTING:** Following completion, volunteers are invited to attend the trail's Ribbon Cutting Ceremony with Clarksville Mayor Kim McMillan at 2 p.m.