

# For Your Benefit



## 2026 Coordination of Benefits Forms (“COB”)

If you are a participant in the Health & Welfare Fund, you will receive a Coordination of Benefits form in the mail later this month requesting information about other group health coverage you have (or have been offered). There are Coordination of Benefits rules which may apply if you or your covered dependents have, or your dependent(s) have been offered, coverage under another group health plan. The purpose of the form is to update the Fund Office’s records on group health coverage available to you and your dependents.

Please complete the form and return it to the Fund Office as soon as possible. If you misplaced your form or do not receive it by the end of March, please call the Fund Office at (800) 638-2972 to request another one. You can also download a COB form from our website: [www.associated-admin.com](http://www.associated-admin.com). Click on the “FELRA & UFCW Health & Welfare” link under the “Your Benefits” dropdown menu at the top of the page. The form is located under the “Downloads” section.

## Notarization Services Available

If you have benefit application documents that require notarization, the Fund Office sometimes has a notary available in office. The Fund Office provides notarization services free to Fund participants, however, our notary’s availability is limited. Please call the Fund Office at (800) 638-2972 to determine whether the notary is available or schedule a time before coming to the Fund Office with any documents requiring notarization. The Fund Office cannot guarantee the notary will be available for participants who arrive at the Fund Office without first calling.

### Summary of Material Modifications This Issue!

- FELRA & UFCW Active Health and Welfare Plan\* (see page 4)

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## Important Health Coverage Tax Documents

Prior to tax year 2025, you automatically received a copy of IRS Form 1095-B via postal mail. This form shows proof of your minimum essential health coverage for the most recent tax filing year. However, due to recent changes in federal law, Form 1095-B is no longer required to be mailed to individuals under IRS rules, except upon request. The IRS no longer requires you to include a copy of 1095-B with your annual federal tax return, but you are still entitled to request a copy for your records.

If you would like to receive a copy of your 1095-B showing coverage under FELRA & UFCW VEBA Fund for the most recent tax filing year, you may request a copy by calling (800) 638-2972, emailing [1095BRequests@associated-admin.com](mailto:1095BRequests@associated-admin.com) or sending a written request to the Fund Office at 911 Ridgebrook Road, Sparks MD 21152. A copy of your Form 1095-B will be mailed to you within 30 days of receiving your request.

## Accident and Sickness Benefits are Taxable

Tax season is here and participants who have received weekly Accident and Sickness (“A&S”) benefits in 2025 should know that these benefits are taxable and must be reported on IRS tax returns. Unless requested, income tax is **not** automatically withheld from your A&S payments.

Withholding tax from A&S is done by filling out IRS Form W-4S. You may print this form from the Fund’s website at [www.associated-admin.com](http://www.associated-admin.com). Choose “FELRA & UFCW Health & Welfare Plan” from “Your Benefits” (located both at the top of the page as a drop-down and on the left of the page). Under the “Downloads” heading, select “Request for Federal Income Tax Withholding from Sick Pay”. You may also call the Fund Office at (877) 850-0977 and have the Form mailed to you.



The IRS has a few simple rules to follow when filling out Form W-4S. The instructions to the current Form W-4s provide that withholding amounts must:

- Be in whole dollars (for example, \$35, not \$34.50);
- Be at least \$4 per day, \$20 per week, or \$88 per month based on your payroll period; and
- Not reduce the net amount of each sick pay payment that you receive to less than \$10.

## Use Quest or LabCorp When Lab Work Is Needed

*The following article applies to participants who have Fund medical coverage, not an HMO.*

You generally must use either Quest Diagnostics (“Quest”) or Lab Corporation (“LabCorp”) for all laboratory services in order for such services to be covered by the Plan (except those performed when you are an inpatient in the hospital or by out-of-network providers at in-network facilities).

### Inform Your Doctor

Be sure your doctor knows before the lab work is performed that you will receive coverage for lab work only if the bill comes to the Fund directly from either a Quest or LabCorp facility. Even if your doctor has a contract with LabCorp to perform lab work in his/her office, tell

him/her that only lab work performed at a Quest or LabCorp facility will be covered. Your Plan will generally not pay for lab work performed and billed from your doctor’s office.

### Locating a Lab

To find the most current list of Quest or LabCorp facilities, log on to their website or call:

- [www.questdiagnostics.com/appointment](http://www.questdiagnostics.com/appointment) or call (866) MYQUEST or (866) 697-8378
- [www.labcorp.com/patients/labs-and-appointments](http://www.labcorp.com/patients/labs-and-appointments) or call (888) 522-2677

# Understanding Anxiety — and Taking Control

Anxiety disorders go beyond the typical worries or stress we all experience. They involve excessive fear or worry that is difficult to control, causes significant distress, and persists for months or longer.

Anxiety can manifest in different ways, leading to several types of disorders, including:

- **Generalized Anxiety Disorder (GAD):** Persistent, uncontrollable worry about a broad range of everyday things (for example, work, health, or finances) more days than not, for at least six months.
- **Panic Disorder:** Recurrent unexpected panic attacks – sudden episodes of intense fear that can be accompanied by a racing heart, shortness of breath, and dizziness.
- **Social Anxiety Disorder:** Intense anxiety about social or performance situations where one might be scrutinized or judged by others.
- **Phobias:** Strong, irrational fear of specific objects or situations (like heights, flying, or spiders).
- **Agoraphobia:** Fear of being in places that feel hard to escape, sometimes making it difficult to leave home.

While each anxiety disorder has unique features, all involve a heightened state of fear and physiological arousal (the “fight or flight” response). Physical symptoms like a racing heartbeat, sweating, nausea, trembling, dizziness, and insomnia are common across anxiety disorders. Emotionally, anxiety often makes people feel constantly on edge, irritable, or plagued by a sense of impending doom or danger out of proportion to reality.

Left untreated, chronic anxiety can increase risk for depression, substance use disorders, and even suicidal thoughts. Recognizing when anxiety has crossed the line from “normal” to “disorder” is key. If worry or fear is persistent, excessive, and interfering with your work, relationships, or everyday functioning, it may be time to seek help.

## Living – and thriving – with anxiety

If you struggle with chronic anxiety, remember that you’re not alone and that help is available. Seeking professional help is not a sign of weakness, it’s a step toward wellness. With appropriate treatment, most people not only see significant improvement, but they also learn that anxiety does not have to control their lives.

Here are some empowering strategies for day-to-day coping and resilience:

- **Practice self-compassion:** People with anxiety are often very hard on themselves for feeling fearful. Remind yourself that anxiety is a treatable medical condition and not a personal flaw or failing.
- **Build a toolkit of relaxation skills:** Deep breathing exercises, grounding techniques (like noticing sensory details around you), or short mindfulness meditations can halt the spiral of anxiety in the moment. Even a five-minute breathing break can activate your body’s calming response.
- **Stay connected:** Don’t isolate yourself. Talking to a trusted friend, family member, or support group about what you’re going through can provide relief and perspective. [\*\*The Anxiety and Depression Association of America\*\*](#) offers free, online support resources.
- **Stick with your treatment plan:** Attend those therapy sessions and practice the skills learned. Take medications consistently and discuss any concerns about side effects with your doctor rather than quitting on your own.
- **Celebrate small victories:** Perhaps you drove on the highway without panicking, or attended a social function you would have avoided before. These are wins. Acknowledging progress, no matter how small, boosts confidence and motivation to keep going. Over time, those small steps add up to big changes.

*The above article was provided by Caelon Behavioral Health.*

## 2026 Preventive Services Benefits

The FELRA & UFCW Active Health and Welfare Plan (Plans I, X, XX, and XXX) provides coverage for certain preventive services with no cost-sharing, as required by the Patient Protection and Affordable Care Act (ACA).

A list of these covered preventive services as of **January 1, 2026** is available at [www.associated-admin.com](http://www.associated-admin.com). To view the list, click on the “FELRA & UFCW Health & Welfare” link under the “Your Benefits” dropdown menu at the top of the page. The list is located under the “Important Notices” section.

# Summary of Material Modifications

Below are Summaries of Material Modifications (changes) made to the  
FELRA & UFCW Active Health and Welfare Plans.

**The Board of Trustees of the Food Employers Labor Relations Association and United Food and Commercial Workers VEBA Fund (“Fund”) has adopted the following changes to the FELRA & UFCW Active Health and Welfare Plan, Plans I, X, XX, and XXX.**

## Treatments, Services and Procedures that Require Pre-certification by Conifer Health Solutions

Effective January 1, 2026, the list of procedures that require pre-certification has been amended. Pre-certification determinations are made by Conifer Health Solutions (“Conifer”). You can contact Conifer by calling (833) 788-9806.

Below is a summary of treatments, services and procedures that require pre-certification, including some applicable exclusions:

- Inpatient admissions:
  - Medical
  - Skilled Nursing
  - Inpatient Rehabilitative Care exceeding 30 days
  - Long Term Acute Care
  - Transplants
- Outpatient Rehabilitative Care including Physical Therapy, Occupational Therapy, and Speech Therapy, exceeding 12 weeks
- Home Healthcare Services:
  - Personal care aid exceeding 12 visits
  - Physical therapy/Occupational therapy exceeding 12 visits
  - Skilled Nursing exceeding 12 visits
  - Speech Therapy exceeding 12 visits
- Home infusion if not part of an approved Home Healthcare service
- Bariatric Surgery
  - Outpatient Surgery: Surgery performed at an outpatient center of a Hospital or an ambulatory surgical center (not a doctor’s office). This includes, but is not limited to, orthopedic surgical procedures
  - pre-certification is not required for cataract surgery, vein therapy treatments and procedures, diagnostic testing (including colonoscopies, esophagogastroduodenoscopies (EGDs), and cardiac catheterizations)
- Outpatient Radiation Therapy
- Durable Medical Equipment in excess of \$1500

## Important News about Weight Loss GLP-1 Medication

Effective June 1, 2025, the coverage requirements for weight loss GLP-1 medication changed.

### What Medications are covered?

Saxenda®, Wegovy®, and Zepbound™ are medications approved by the U.S. Food and Drug Administration (FDA) for weight management. These medications, along with healthier behaviors, including a reduced-calorie diet and increased physical activity, help address chronic weight management issues.

### Who is qualified for GLP-1 Medication?

To receive coverage under the Plan for weight loss GLP-1 medication, you must receive prior authorization from Express Scripts. In order to be approved, you must have a body mass index (BMI) equal to or greater than 32 and you must enroll in and engage with Omada, a virtual health program provided through Express Scripts. Alternatively, you may be approved if you have a BMI of 27 or greater and you provide documentation of two comorbid conditions **in addition to** enrolling in and engaging with Omada. The applicable comorbid conditions and a summary of requirements for engaging with Omada are listed below. If you were already receiving coverage for a GLP-1 weight loss medication, you will be required to meet the above prior authorization requirements in order to receive coverage for a **[refill/new prescription]** of the medication.

### What weight related health issues (comorbid conditions) are included in the requirements for coverage of a GLP-1 weight loss medication?

- Arthritis of the knee
- Asthma
- Chronic Obstructive Pulmonary Disease (“COPD”)
- Coronary artery disease
- Heart disease
- High blood pressure
- High cholesterol
- Non-alcoholic fatty liver disease
- Obstructive sleep apnea
- Polycystic ovarian syndrome
- Type 2 diabetes



### Enrolling in Omada

Omada is a virtual health program that helps members create healthier habits to achieve lasting results. To enroll, log in to [esrx.com/healthsolutions](https://esrx.com/healthsolutions), and get your Access Code. Sign up at [omadahealth.com/esi](https://omadahealth.com/esi) or download the Omada mobile application.

### Engaging with Omada

To be covered, you must meet the following requirements each month:

1. Use the Omada app four times, by doing lessons or engaging with your health coach, peer group, or online community.

2. Weigh in four times using the smart scale provided by Omada.

### Prior Authorization

Ask your doctor to visit the Express Scripts online portal at [esrx.com/PA](https://esrx.com/PA) or call Express Scripts at (800) 417-1764 to arrange for a review on or after June 1, 2025. If your doctor does not visit [esrx.com/PA](https://esrx.com/PA) or call and get approval, you will not receive coverage under the Plan and will be responsible for the full cost of the medication. If you have questions about this process, contact Participant Services at (800) 638-2972.



## Retiree Information Forms Will Be Mailed Soon. Complete and Return This Form!

The Fund Office will send all FELRA & UFCW Pension Fund retirees (and beneficiaries who are collecting a benefit) a Retiree Information Form ("RIF") in April to be completed and returned to the Fund Office. The form asks questions about your current address, your beneficiary, whether you and/or your spouse have other health coverage, and current employment information, if any.

**This form must be completed and returned every year, even if nothing has changed.** It is very important that you review and complete all sections of this form to be certain the information is correct. Mark any corrections on the form and promptly send it back to the Fund Office. It is critical that the Fund Office timely receives your completed RIF to avoid any interruption of your monthly benefits. To assist you, the Fund Office will include a postage-paid return envelope with the RIF.

### Helpful Reminders

- Do not attach checks or claims to the RIF.
- Report any earnings from all employers.

- Let us know if you or your spouse has other health coverage.
- Be sure to sign the RIF.

***The only person who can sign the RIF form is the Retiree or Beneficiary named on the RIF form, unless another individual holds legal authority to sign on the individual's behalf, such as a Power of Attorney or legal guardian. A copy of any such Power of Attorney or other legal document must be submitted to the Fund Office and verified before a RIF will be accepted with a representative's signature. If, for health reasons, the individual is unable to sign the form and there is no Power of Attorney or legal authority on file, then the individual must sign an "X" on the RIF and have it notarized by a Notary Public. We appreciate your cooperation!***



## Does Your Eligible Dependent Live Outside the Baltimore/Washington/Northern Virginia Area?

The following article applies to actively-working participants and their eligible dependent(s) who have traditional Fund medical coverage, not Kaiser Permanente HMO.

If your eligible dependent lives outside the Baltimore, Washington or Northern Virginia area and you have a green Fund ID card (what CareFirst calls a “Local Lease” card), your dependent’s claims will not be covered if he/she sees a “Non-Local Lease” provider outside of the Baltimore, Washington or Northern Virginia area. Medical claims outside of this area will only be covered when your dependent is in CareFirst’s “FlexLink” coverage network (which uses a white ID card instead of a green ID card). Please be mindful of the color of your dependent’s ID card,

as this will help you to know whether your dependent has coverage under “Local Lease” (providers in Baltimore, Washington or Northern Virginia area only) or “Flexlink” (providers outside of this coverage area).

If you have a green card, but you believe you should have coverage outside of the geographic area under FlexLink, contact the Fund Office. If eligible, your whole family can be re-coded for the Flexlink network and you will be sent new Flexlink ID cards. That way, your dependent can show the card to any CareFirst provider outside of the Baltimore, Washington or Northern Virginia area and his/her claims will be processed.

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## Apply for Severance Benefits Immediately Upon a Severance from Service

**Strict deadlines apply to the payment of severance benefits. Therefore, you should apply for your severance benefit immediately upon experiencing a Severance from Service Date, which generally is after you terminate your employment or you have an extended leave of absence from an employer that participates in the UFCW & FELRA Severance Fund. Failure to submit your application timely could result in loss of your Severance benefit.**

There is a four-month waiting period between your Severance from Service Date and the date that you may receive your Payable Severance Benefit. Your benefit can only be paid to you between the expiration of this four-month waiting period and the later of:

1. The last day of the calendar year in which the four-month waiting period expires, or

2. The 15th day of the third calendar month following the expiration of the four-month waiting period.

For example, if you stop working for an employer that participates in the Severance Fund on July 1, 2026, the four-month waiting period will expire on November 1, 2026, and your severance payment deadline will be February 15, 2027.

**If you do not apply for and receive your severance benefit by the deadline under the Plan, you may forfeit your benefit.**

**Don’t let this happen to you!** Protect your benefit by submitting the application on time. You can print the Severance Application by logging on to: [www.associated-admin.com](http://www.associated-admin.com), select “Your Benefits,” and then “UFCW and FELRA Severance Plan.” The Severance Application is located under “Downloads.”

# Revised Notice of Privacy Practices

Effective February 16, 2026

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

## THE PLAN'S COMMITMENT TO PRIVACY

The Food Employers Labor Relations Association and United Food and Commercial Workers Health and Welfare Fund (the "Plan") is committed to protecting the privacy of your protected health information ("health information"). Health information is information that identifies you and relates to your physical or mental health, or to the provision or payment of health services for you. In accordance with applicable law, you have certain rights, as described herein, related to your health information.

This Notice is intended to inform you of the Plan's legal obligations under the federal health privacy provisions contained in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the related regulations ("federal health privacy law"):

- to maintain the privacy of your health information;
- to provide you with this Notice describing its legal duties and privacy practices with respect to your health information; and
- to abide by the terms of this Notice.

This Notice also informs you how the Plan uses and discloses your health information and explains the rights that you have with regard to your health information maintained by the Plan. For purposes of this Notice, "you" or "your" refers to participants and dependents who are eligible for benefits under the Plan.

## INFORMATION SUBJECT TO THIS NOTICE

The Plan collects and maintains certain health information about you to help provide health benefits to you, as well as to fulfill legal and regulatory requirements. The Plan obtains this health information, which identifies you, from applications and other forms that you complete, through conversations you may have with the Plan's administrative staff and health care professionals, and from reports and data provided to the Plan by health care service providers or other employee benefit plans. This is the information that is subject to the privacy practices described in this Notice. The health information the Plan has about you includes, among other things, your name, address, phone number, birth date, social security number, employment information, and medical and health claims information.

## SUMMARY OF THE PLAN'S PRIVACY PRACTICES

### *The Plan's Uses and Disclosures of Your Health Information*

The Plan uses your health information to determine your eligibility for benefits, to process and pay your health benefits claims, and to administer its operations. The Plan discloses your health information to insurers, third party administrators, and health care providers for treatment, payment and health care operations purposes. The Plan may also disclose your health information to third parties that assist the Plan in its operations, to government and law enforcement agencies, to your family members, and to certain other persons or entities. Under certain circumstances, the Plan will only use or disclose your health information pursuant to your written authorization. In other cases authorization is not needed. The details of the Plan's uses and disclosures of your health information are described below.

### *Your Rights Related to Your Health Information*

The federal health privacy law provides you with certain rights related to your health information. Specifically, you have the right to:

- Inspect and/or copy your health information;
- Request that your health information be amended;
- Request an accounting of certain disclosures of your health information;
- Request certain restrictions related to the use and disclosure of your health information;
- Request to receive your health information through confidential communications;
- Request access to your health information in an electronic format;
- Receive notice of a breach of unsecured protected health information if it affects you;
- File a complaint with the Fund office or the Secretary of the Department of Health and Human Services if you believe that your that privacy rights have been violated; and
- Receive a paper copy of this Notice.

These rights and how you may exercise them are detailed below.

### ***Changes in the Plan's Privacy Practices***

The Plan reserves its right to change its privacy practices and revise this Notice as described below.

### ***Contact Information***

If you have any questions or concerns about the Plan's privacy practices, or about this Notice, or if you wish to obtain additional information about the Plan's privacy practices, please contact:

HIPAA Privacy Officer, Associated Administrators, LLC  
11 Ridgebrook Road, Sparks, Maryland 21152-9451  
(410) 683-6500

## **DETAILED NOTICE OF THE PLAN'S PRIVACY POLICIES THE PLAN'S USES AND DISCLOSURES**

Except as described in this section, as provided for by federal privacy law, or as you have otherwise authorized, the Plan uses and discloses your health information only for the administration of the Plan and the processing of your health claims.

### ***Uses and Disclosures for Treatment, Payment, and Health Care Operations***

- 1. For Treatment.** Although the Plan does not anticipate making disclosures "for treatment," if necessary, the Plan may make such disclosures without your authorization. For example, the Plan may disclose your health information to a health care provider, such as a hospital or physician, to assist the provider in treating you.
- 2. For Payment.** The Plan may use and disclose your health information so that claims for health care treatment, services and supplies that you receive from health care providers can be paid according to the Plan's terms. For example, the Plan may share your enrollment, eligibility, and claims information with its third party administrator, Associated Administrators LLC ("Associated"), so that it may process your claims. The Plan may use or disclose your health information to health care providers to notify them as to whether certain medical treatment or other health benefits are covered under the Plan. Associated also may disclose your health information to other insurers or benefit plans to coordinate payment of your health care claims with others who may be responsible for certain costs. In addition, Associated may disclose your health information to claims auditors to review billing practices of health care providers, and to verify the appropriateness of claims payment.
- 3. For Health Care Operations.** The Plan may use and disclose your health information to enable it to operate efficiently and in the best interest of its participants. For example, the Plan may disclose your health information to actuaries and accountants for business planning purposes, or to attorneys who are providing legal services to the Plan.

### ***Uses and Disclosures to Business Associates***

The Plan shares health information about you with its "business associates," which are third parties that assist the Plan in its operations. The Plan discloses information, without your authorization, to its business associates for treatment, payment and health care operations. For example, the Plan shares your health information with Associated so that it may process your claims. The Plan may disclose your health information to auditors, actuaries, accountants, and attorneys as described above. In addition, if you are a non-English speaking participant who has questions about a claim, the Plan may disclose your health information to a translator; and Associated may provide names and address information to mailing services.

The Plan enters into agreements with its business associates to ensure that the privacy of your health information is protected. Similarly, Associated contracts with the subcontractors it uses to ensure that the privacy of your health information is protected.

### ***Uses and Disclosures to the Plan Sponsor***

The Plan may disclose your health information to the Plan Sponsor, which is the Plan's Board of Trustees, for plan administration purposes, such as performing quality assurance functions and evaluating overall funding of the Plan, without your authorization. The Plan also may disclose your health information to the Plan Sponsor for purposes of hearing and deciding your claims appeals. Before any health information is disclosed to the Plan Sponsor, the Plan Sponsor will certify to the Plan that it will protect your health information and that it has amended the Plan documents to reflect its obligation to protect the privacy of your health information.

## ***Other Uses and Disclosures That May Be Made Without Your Authorization***

As described below, the federal health privacy law provides for specific uses or disclosures that the Plan, may make without your authorization.

- 1. Required by Law.** Your health information may be used or disclosed as required by law. For example, your health information may be disclosed for the following purposes:
  - For judicial and administrative proceedings pursuant to court or administrative order, legal process and authority.
  - To report information related to victims of abuse, neglect, or domestic violence.
  - To assist law enforcement officials in their law enforcement duties.
  - To notify the appropriate authorities of a breach of unsecured protected health information.Records received from a substance use disorder treatment program, or testimony relaying the content of such records, may not be used or disclosed in a civil, criminal, administrative, or legislative proceeding against you unless based on either your written consent, or a valid court order or subpoena, provided you receive notice of and an opportunity to contest such disclosure.
- 2. Health and Safety.** Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person. Your health information also may be disclosed for public health activities, such as preventing or controlling disease, injury or disability, and to meet the reporting and tracking requirements of governmental agencies, such as the Food and Drug Administration.
- 3. Government Functions.** Your health information may be disclosed to the government for specialized government functions, such as intelligence, national security activities, security clearance activities and protection of public officials. Your health information also may be disclosed to health oversight agencies for audits, investigations, licensure and other oversight activities.
- 4. Active Members of the Military and Veterans.** Your health information may be used or disclosed in order to comply with laws and regulations related to military service or veterans' affairs.
- 5. Workers' Compensation.** Your health information may be used or disclosed in order to comply with laws and regulations related to Workers' Compensation benefits.
- 6. Emergency Situations.** Your health information may be used or disclosed to a family member or close personal friend involved in your care in the event of an emergency or to a disaster relief entity in the event of a disaster. If you do not want this information to be shared, you may request that these types of disclosures be restricted as outlined later in this Notice.
- 7. Others Involved In Your Care.** Under limited circumstances, your health information may be used or disclosed to a family member, close personal friend, or others who the Plan has verified are directly involved in your care (for example, if you are seriously injured and unable to discuss your case with the Plan). Also, upon request, Associated may advise a family member or close personal friend about your general condition, location (such as in the hospital) or death. If you do not want this information to be shared, you may request that these disclosures be restricted as outlined later in this Notice.
- 8. Personal Representatives.** Your health information may be disclosed to people that you have authorized to act on your behalf, or people who have a legal right to act on your behalf. Examples of personal representatives are parents for unemancipated minors and those who have Power of Attorney for adults.
- 9. Treatment and Health-Related Benefits Information.** The Plan and its business associates, including Associated, may contact you to provide information about treatment alternatives or other health-related benefits and services that may interest you, including, for example, alternative treatment, services and medication.
- 10. Research.** Under certain circumstances, your health information may be used or disclosed for research purposes as long as the procedures required by law to protect the privacy of the research data are followed.
- 11. Organ, Eye and Tissue Donation.** If you are an organ donor, your health information may be used or disclosed to an organ donor or procurement organization to facilitate an organ or tissue donation or transplantation.
- 12. Deceased Individuals.** The health information of a deceased individual may be disclosed to coroners, medical examiners, and funeral directors so that those professionals can perform their duties.

## ***Uses and Disclosures for Fundraising and Marketing Purposes***

The Plan and its business associates, including Associated, do not use your health information for fundraising or marketing purposes.

## ***Any Other Uses and Disclosures Require Your Express Authorization***

Uses and disclosures of your health information other than those described above will be made only with your express written authorization. You may revoke your authorization to use or disclose your health information in writing. If you do so, the Plan

will not use or disclose your health information as authorized by the revoked authorization, except to the extent that the Plan already has relied on your authorization. Once your health information has been disclosed pursuant to your authorization, the federal privacy law protections may no longer apply to the disclosed health information, and that information may be re-disclosed by the recipient without your knowledge or authorization.

## **YOUR HEALTH INFORMATION RIGHTS**

You have the following rights regarding your health information that the Plan creates, collects and maintains. If you are required to submit a written request related to these rights, as described below, you should address such requests to:

HIPAA Privacy Officer, Associated Administrators, LLC  
911 Ridgebrook Road, Sparks, Maryland 21152-9451  
(410) 683-6500

### ***Right to Inspect and Copy Health Information***

You have the right to inspect and obtain a copy of your health record. Your health record includes, among other things, health information about your plan eligibility, plan coverages, claim records, and billing records. For health records that the Plan keeps in electronic form, you may request to receive the records in an electronic format.

To inspect and copy your health record, submit a written request to the HIPAA Privacy Officer. Upon receipt of your request, the Plan will send you a Claims History Report, which is a summary of your claims history that covers the previous two years. If you have been eligible for benefits for less than two years, then the Claims History Report will cover the entire period of your coverage.

If you do not agree to receive a Claims History Report, and instead want to inspect and/or obtain a copy of some or all of your underlying claims record, which includes information such as your actual claims and your eligibility/enrollment card and is not limited to a two year period, state that in your written request, and that request will be accommodated. If you request a paper copy of your underlying health record or a portion of your health record, the Plan will charge you a fee of \$.25 per page for the cost of copying and mailing the response to your request. Records provided in electronic format also may be subject to a small charge.

In certain limited circumstances, the Plan may deny your request to inspect and copy your health record. If the Plan does so, it will inform you in writing. In certain instances, if you are denied access to your health record, you may request a review of the denial.

### ***Right to Request That Your Health Information Be Amended***

You have the right to request that your health information be amended if you believe the information is incorrect or incomplete.

To request an amendment, submit a detailed written request to the HIPAA Privacy Officer. This request must provide the reason(s) that support your request. The Plan may deny your request if it is not in writing, it does not provide a reason in support of the request, or if you have asked to amend information that:

- Was not created by or for the Plan, unless you provide the Fund with information that the person or entity that created the information is no longer available to make the amendment;
- Is not part of the health information maintained by or for the Plan;
- Is not part of the health record information that you would be permitted to inspect and copy; or
- Is accurate and complete.

The Plan will notify you in writing as to whether it accepts or denies your request for an amendment to your health information. If the Plan denies your request, it will explain how you can continue to pursue the denied amendment.

### ***Right to an Accounting of Disclosures***

You have the right to receive a written accounting of disclosures. The accounting is a list of disclosures of your health information by the Plan, including disclosures by Associated to others. The accounting covers up to six years prior to the date of your request, except, in accordance with applicable law, the accounting will not include disclosures made before April 14, 2003. If you want an accounting that covers a time period of less than six years, please state that in your written request for an accounting.

To request an accounting of disclosures, submit a written request to the HIPAA Privacy Officer. In response to your request for an accounting of disclosures, the Plan may provide you with a list of business associates who make such disclosures on behalf of the Plan, along with contact information so that you may request the accounting directly from each business associate. The first accounting that you request within a twelve-month period will be free. For additional accountings in a twelve-month period, you will be charged for the cost of providing the accounting, but Associated will notify you of the cost

involved before processing the accounting so that you can decide whether to withdraw your request before any costs are incurred.

### ***Right to Request Restrictions***

You have the right to request restrictions on your health care information that the Plan uses or discloses about you to carry out treatment, payment or health care operations. You also have the right to request restrictions on your health information that Associated discloses to someone who is involved in your care or the payment for your care, such as a family member or friend. The Plan is generally not required to agree to your request for such restrictions, and the Plan may terminate its agreement to the restrictions you requested. The Plan is required to agree to your request for restrictions in the case of a disclosure for payment purposes where you have paid the health care provider in full, out of pocket.

To request restrictions, submit a written request to the HIPAA Privacy Officer that explains what information you seek to limit, and how and/or to whom you would like the limit(s) to apply. The Plan will notify you in writing as to whether it agrees to your request for restrictions, and when it terminates agreement to any restriction.

### ***Right to Request Confidential Communications, or Communications by Alternative Means or at an Alternative Location***

You have the right to request that your health information be communicated to you in confidence by alternative means or in an alternative location. For example, you can ask that you be contacted only at work or by mail, or that you be provided with access to your health information at a specific location.

To request communications by alternative means or at an alternative location, submit a written request to the HIPAA Privacy Officer. Your written request should state the reason for your request, and the alternative means by or location at which you would like to receive your health information. If appropriate, your request should state that the disclosure of all or part of the information by non-confidential communications could endanger you. Reasonable requests will be accommodated to the extent possible and you will be notified appropriately.

### ***Right to Complain***

You have the right to complain to the Plan and to the Department of Health and Human Services if you believe your privacy rights have been violated. To file a complaint with the Plan, submit a written complaint to the HIPAA Privacy Officer listed above.

You will not be retaliated or discriminated against and no services, payment, or privileges will be withheld from you because you file a complaint with the Plan or with the Department of Health and Human Services.

### ***Right to a Paper Copy of This Notice***

You have the right to a paper copy of this Notice. To make such a request, submit a written request to the HIPAA Privacy Officer listed above. You may also obtain a copy of this Notice at Associated's website, [www.Associated-Admin.com](http://www.Associated-Admin.com).

### ***Right to Receive Notice of a Breach of Your Protected Health Information***

You will be notified if your protected health information has been breached. You will be notified by first class mail within 60 days of the event. A breach occurs when there has been an unauthorized use or disclosure under HIPAA that compromises the privacy or security of protected health information. The notice will provide you with the following information: (1) a brief description of what happened, including the date of the breach and the date of the discovery of the breach; (2) the steps you should take to protect yourself from potential harm resulting from the breach; and (3) a brief description of what steps are being taken to investigate the breach, mitigate losses, and to protect against further breaches. Please note that not every unauthorized disclosure of health information is a breach that requires notification; you may not be notified if the health information that was disclosed was adequately secured—for example, computer data that is encrypted and inaccessible without a password—or if it is determined that there is a low probability that your health information has been compromised.

## **CHANGES IN THE PLAN'S PRIVACY POLICIES**

The Plan reserves the right to change its privacy practices and make the new practices effective for all protected health information that it maintains, including protected health information that it created or received prior to the effective date of the change and protected health information it may receive in the future. If the Plan materially changes any of its privacy practices, it will revise its Notice and provide you with the revised Notice, either by U.S. Mail or e-mail, within sixty days of the revision. In addition, copies of the revised Notice will be made available to you upon your written request and will be posted for review near the front lobby of Associated's offices in Sparks, Maryland and Landover, Maryland. Any revised notice will also be available at Associated's website, [www.Associated-Admin.com](http://www.Associated-Admin.com).

## **EFFECTIVE DATE**

This Notice was first effective on April 14, 2003, and was revised, effective September 23, 2013, to reflect the provisions of the Health Information Technology for Economic and Clinical Health (HITECH) Act. This revised Notice is effective as of February 16, 2026. This Notice will remain in effect unless and until the Plan publishes a revised Notice.



**Colorectal Cancer Awareness**

March is National Colorectal Cancer Awareness Month and screenings are recommended to start at the age of 45. They are the best way to find colorectal cancer early when treatments are more effective.

**Want to know which screening test is right for you?**

A good start is to engage in Conifer Health Solutions' Personal Health Management (PHM) program. Your Personal Health Nurse (PHN) is dedicated to helping you and they can help coordinate all of your preventive screenings. To get started, call your PHN, Renee M, at 800-459-2110 x2552.

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