



**UNIFIED COURT SYSTEM
SIXTH JUDICIAL DISTRICT**

THE KILMER BUILDING
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Sixth Judicial District

KAREN A. AMBROZIK
District Executive

Welcome:

Congratulations on your new position/title with the Unified Court System (UCS). Enclosed is informational material to guide you through the process of enrolling in the UCS Supplemental Benefits Plan. This plan provides the following three benefits to you or your eligible dependents at **no cost**: a Life/Accidental Death & Dismemberment Insurance policy, a Vision Care Program, and the Judiciary Dental Program.

LIFE AND AD&D INSURANCE

The Group Life and Accidental Death and Dismemberment insurance plan is underwritten by Aetna. It becomes effective on the first day of the month after 28 days of continuous employment.

Active enrollees are provided with:

- > \$50,000 Life/AD&D insurance for enrollees under age 65.
- > At age 65, the insurance is reduced to \$25,000.
- > At age 70, the insurance is reduced to \$20,000.

VISION CARE PROGRAM

Enrollees and their eligible dependents are entitled to a vision care program administered by Davis Vision. It becomes effective on the first day of the month after 28 days of continuous employment. It provides one pair of corrective lens (glasses or contacts) to the member and their qualified dependents every 12 months. The member may also request an additional pair of VDT glasses for use at the computer every 12 months.

To locate a Davis Vision participating provider/doctor, contact Davis Vision at (800) 999-5431 or access their website at www.davisvision.com. When using an in-network provider, the doctor will need the member's identification number and the date of birth of any covered dependents receiving service. If you choose a non-participating provider, you must pay the doctor directly and then submit a claim form to Davis Vision for reimbursement based on the out-of-network allowances.

JUDICIARY DENTAL PROGRAM

Employees and their eligible dependents may enroll in the Judiciary Dental Program. This is a two tiered program with GHI Preferred Plan as primary and GHI Supplemental Plan as secondary. Both become effective on the first day of the month following six full months of continuous employment. The Judiciary Dental Program allows the use of participating and out-of-network providers. GHI reimburses participating providers/dentists directly. To use out-of-network providers, you must pay the dentists and submit a claim form to GHI for reimbursement. GHI will not send payments directly to out-of-network dentists. You will, therefore, receive two separate payments from GHI for covered services provided by out-of-network dentists.

Some services, especially as they relate to implants and other speciality procedures, are only reimbursed based on the coverages specified in each plan. The GHI Supplemental out-of-network program is more comprehensive than the preferred plan. You are encouraged to read the plan materials carefully before engaging a dentist(s) for treatment(s).

To participate in these benefits, you must complete the following forms:

- * **UCS Supplemental Benefits Plan Enrollment Application/Change Form**
(Copies of all eligible participates' Social Security cards, birth certificates, and marriage certificate if enrolling spouse must accompany this form unless these documents are currently on file with us)
- * **Aetna Beneficiary Designation Form**

In addition to the UCS Supplemental Benefits Plan, your position entitles you to participate in New York State Group Life Insurance Plan (MC Life). This policy is insured by Metropolitan Life Insurance Company. If you enroll within the first six biweekly payroll periods of eligibility, you will not be required to provide proof of insurability. After your open enrollment period, you can still enroll in the program but participation is not automatic. You will be required to provide proof of insurability: either a health questionnaire or physical examination. Information and enrollment materials are included in your supplemental benefits package.

Once completed, make copies of the forms for your records and return them and any necessary proofs to the Judiciary Benefits Office handling your agency.

Sixth Judicial District Administrative Office
Human Resources Department
31 Lewis Street, 5th Floor
Binghamton, NY 13901

If you have any additional questions, please contact the Sixth District HR Dept. at (607) 240-5320.