



PO Box 1308
 Mechanicsburg, PA 17055
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VBA Vision Small Group

Visit www.crbenefits.net

to access all forms and documents

Hover over "Other Products" and then select "VBA Vision"

INVOICE DATES: Please reference chart below. All eligibility in our system as of 3 days prior to the mailing date will be included on the employer's monthly invoice.



<u>Coverage Month</u>	<u>Mailing Date</u>	<u>Payment & ACH Due</u>
January 2020	12/12/19	12/26/19
February 2020	01/15/20	01/29/20
March 2020	02/14/20	02/28/20
April 2020	03/13/20	03/27/20
May 2020	04/15/20	04/29/20
June 2020	05/15/20	05/29/20
July 2020	06/15/20	06/29/20
August 2020	07/15/20	07/29/20
September 2020	08/14/20	08/28/20
October 2020	09/15/20	09/29/20
November 2020	10/14/20	10/29/20
December 2020	11/13/20	11/27/20
January 2021	12/15/20	12/30/20

NEXT RENEWAL (3/1/2020): The VBA vision plans are renewing with a rate hold effective March 1, 2020. The new rate renewal period is 3/1/2020 - 2/28/2022. Employers should align the vision open enrollment period with the medical plan open enrollment period.

EMPLOYER PLAN OPTIONS: The employer determines how many plans and which plan(s) from the available plan portfolio will be offered to employees with the following guidelines:

- 2-10 enrolled employees – An employer may offer only one (1) vision plan
- 11-20 enrolled employees – An employer may offer no more than two (2) vision plans
- 21+ enrolled employees – An employer may offer a maximum of three (3) vision plans

If your group would like to make a plan change please contact our office. Plan changes MUST be received 60 days prior to the requested effective date.

NEW CONTACT INFORMATION: The AIA Alera Group administrative team contact information as of December 1, 2019:

Name	Email	Direct Dial	Main Phone (717) 591-8280 extension
Deb Eckert	AIA_admin@aleragroup.com	(717) 506-3171	104
Teresa Warfield	twarfield@aiabbs.com	(717) 506-3234	187
Ben Lerew	blerew@aiabbs.com	N/A	133

PREMIUM PAYMENT NEW REMITTANCE ADDRESS: All premium payments should be mailed to PO Box 1308, Mechanicsburg, PA 17055.

AVAILABLE PLANS AND RATES EFFECTIVE 1/1/2020 AND THROUGH 2/28/2022:

Benefit highlights are available for download from our website

	Option 1 (009)		Option 2 (2712)		Option 3 (2713)		Option 4 (4146) - NEW	
Single	\$5.76		\$7.85		\$8.70		\$10.44	
Family	\$11.51		\$15.65		\$17.40		\$20.88	
	Frequency of Services:		Frequency of Services:		Frequency of Services:		Frequency of Services:	
	19 & Older	Under Age 19	19 & Older	Under Age 19	19 & Older	Under Age 19	19 & Older	Under Age 19
Exam	24	12	12	12	12	12	12	12
Lenses	24	12	12	12	12	12	12	12
Frames	24	24	24	24	12	12	12	12

Note: A \$5 monthly administrative billing fee is charged per employer group.

IN-NETWORK (PARTICIPATING) PROVIDER INFORMATION: The VBA vision plans allow members to receive services from in-network (participating) and out-of-network (non-participating) providers. To identify providers who are in-network (participating), please visit VBAPLANS.COM and click on the “FIND A VISION PROVIDER.”

- All In-Network providers use electronic claim submission -- no claim paperwork needed.
- Out-of-Network provider services must be submitted using an out-of-network reimbursement form. This form can be found on VBAPLANS.COM.

ENROLLMENTS, CHANGES, AND TERMINATIONS: Employers should manage enrollments “just like” their medical plan – adhering to Federal guidelines relative to open enrollment and life status change events. It’s the employer’s responsibility to review the monthly invoice for accuracy and report any possible discrepancies immediately to AIA Alera. All enrollments, changes, and/or terminations must be submitted using the Employee Enrollment Change Form later than 30 days after the effective date.

- All enrollments and changes are effective the 1st of the month.
- All terminations are effective the last day of the month.
- Terminations may be submitted electronically using our web-based data form (located on CRBENEFITS.NET)

NEW GROUP OR GROUP CHANGES: The following documents are available on CRBENEFITS.NET:

- Employer Group Application (for installing a new group to the program, making a plan change, or changing the new hire waiting period)
- Employee Enrollment Change Form for each enrolling member
- NOTE: Plan changes MUST be received 60 days prior to the requested effective date.

LATE FEES: Late fees of \$15.00 **WILL BE** assessed if payments are not physically received in our office within 5 business days of the invoice due date. Please be sure to factor in mail transit time -- this includes online bill pay systems the employer may be using. To avoid potential late fees, we encourage employers to sign-up for ACH. Please contact our office to request an ACH form.

RETURNED BANK ITEMS: In the event the employer’s bank returns a check or an ACH unpaid, any fees the client may incur with their bank is their responsibility. This will also result in a handling fee from AIA Alera in the amount of \$25.00.