

# FRINGE BENEFIT ARTICLE

## MAY 2008

### **BAD ADDRESSES**

Recently, the Fund Office generated and mailed out Quarterly Benefit Statements to over 17,600 members. As a result of this mailing, over 1,350 statements were undeliverable as the Fund Office either had no address on file or the address we had for the member was incorrect. In addition over 450 vacation savings checks have not yet made it into the member's hands due to the lack of an address or an incorrect address in our system. The result of these invalid or bad addresses is that they cost the Fund Office money in wasted time, effort, supplies and postage. More importantly, the member does not receive essential information from the Fund Office regarding their benefits. Having your correct address on file with the Fund Office is critical to your ability to receive important communications from the Fund Office including, Benefit Statements, Explanation of Benefits letters, COBRA Notices, Self-payment letters, the MOE Health Line News Letter, the Annual Funding Notice, and other required notices.

The next time you receive a piece of mail from the Fund Office, take a moment to make sure the address on the letter is full and correct. Check to see if your city and street name are spelled correctly, the street number and zip code are correct, and if you have an apartment or unit number please make sure that it is included on the envelope and is correct as well. Many times mail will still get to you with an address that is less than complete. However, this can cause a delay in the delivery process and in some cases can result in added postage expenses for the Fund Office. If you notice incorrect information in your address, contact the Fund Office at 708-579-6600, ask for the Eligibility Department, and they will be able to assist you in getting your address information corrected.

**Have you moved recently?** If so, you need to file a change of address form with the Fund Office. For security and HIPPA reasons the Fund Office requires a completed change of address form to update your address. Simply notifying the Union Hall of your new address is not enough to have your address updated with the Fund Office. Many times the Fund Office is contacted by a member, claiming they are not receiving mail only to find out that when they moved they notified the Union Hall but did not fill out a change of address form with the Fund.

There are a few ways in which you can change your address with the Fund Office. You can contact the Fund at 708-579-6600, ask for the Eligibility Department, and request a change of address form. Again, for security reasons, this form will be sent to the address currently on file at the Fund Office. You can also pick up a form at the Fund Office or at any of the District

Halls. Finally, you can visit the Fund's website at [www.moefunds.com](http://www.moefunds.com) and click on the e-mail link in the lower right hand side of the home page. Type **address change form** in the subject line and include your name, and member identification number in the body of the e-mail. Once your e-mail is received, a change of address form will be sent to you via mail to the address currently on file with the Fund Office. To complete your address change, you can bring in the completed form and a valid picture ID to the Fund Office or you can mail in a notarized change of address form along with a copy of two pieces of identification, one of which must include a picture. In addition, any of the District Halls can accept your completed form and a copies of your two pieces of identification, one of which must include a picture, and forward it to the Fund Office for processing.

It's a simple thing, but having the correct address on file with the Fund Office is vital to our ability to keep you informed. Help us help you by making sure we have your full and correct address on file.

## **VACATION SAVINGS MONEY**

As stated above, the Fund Office has over 450 Vacation Savings checks, for 2007 hours, that were not delivered due to an incorrect address or we have no address on file at the Fund Office. If you were expecting a check, for your 2007 Vacation Savings hours, and have not yet received one, this may be the reason why. If you believe the Fund Office is holding your 2007 Vacation Savings money please contact the Fund Office at 708-482-7300 and ask for the Vacation Savings Department.

In addition, the Fund Office has undeliverable/uncashed Vacation Savings money dating back several years. To find out if the Fund is holding any of your Vacation Savings Money, you can visit the Fund's website at [www.moefunds.com](http://www.moefunds.com). Once there, click on the Vacation Savings tab at the top of the home page. Once you are on the Vacation Savings page, look for the link at the bottom to view the list of undeliverable Vacation Savings Checks. If you are unable to access the website you can contact the Fund Office at 708-482-7300 and ask for the Vacation Savings Department.

*David S. Bodley*

Administrative Manager