

Lincoln

Group benefits Enrollment and EOI guide

Prepared for: Parsons Corporation

Parsons Corporations Enrollment

Enrollment

Enrollment time periods

- **2022 enrollment dates: October 31, 2022- November 13, 2022**
 - Silent corrections window: None
- **Annual enrollment expiration period: 12/31/2022**
- **New employee enrollment limit: 31 days**
- **Family status change enrollment limit: 31 days**
- **Application return days: 31 days**
- **Approval or change in coverage effective date: change in coverage effective date**

Evidence of insurability (EOI)

Products subject to EOI*

- Short-term disability (STD) Long-term disability (LTD)

*EOI is not applicable to the following coverages:
Short -term disability or Leave Services

Salary increases are not subject to EOI.

Coverage	LTD
Initial enrollment	EOI not required (standard)
Annual enrollment	Increases subject to EOI
Qualifying life event/ Family status change	Increases subject to EOI
Late enrollment	Not permitted
Special enrollment Benefit election year: 2019	Employees were able to enroll for Long Term Disability, subject to the Pre-Existing Condition Exclusion, without Evidence of Insurability

EOI Rules

For detailed definitions of the enrollment coverage time periods, please see the [definition appendix](#).

Special EOI parameters

(Enter applicable notes if EOI is set up for a class differently than the rest of the population)

- **Special open enrollment dates: fall of 2019**

- Silent corrections window: None
- **Applicable coverages: Long Term Disability**

Enrollment or EOI questions

- **Where can the employee send completed applications?**
EOIDocuments@lfg.com or fax: 603-427-1825
- **Where should the employee go if they have questions about a pending individual EOI application?**
The employee may call 888-287-8494, option 2.

Definition appendix

Initial enrollment period: The period of time most employers allow new hires to enroll and elect benefits, often during the first 30 of employment

Annual enrollment period or enrollment period: The period of time that employees are allowed for enrollment each year, often in the 14 to 30 day timeframe; this may be an active or passive enrollment, depending on customer preference and plan.

Evidence of insurability: A statement of proof of the employee's medical history to be reviewed for acceptance of insurance by Lincoln

Family status change: An event or occurrence that would allow employees to update or change their benefit elections, standardly seen due to marital status changes or the birth, adoption, or foster placement of a child when voluntary benefit options are offered by the customer