



Board of Trustees
Nancy D'Leema, RN, Chairperson
Lindella Artman, RN
Cecilia Jordan, RN
Lilia V. Marquez, RN
Mary Simon, RN
Plan Administrator
John J. Barrett

September 26, 2017

Dear NYC H+H and Mayoral NYSNA Nurse Participant:

On behalf of the Board of Trustees, we are happy to welcome you to the NYSNA Child Care and Elder Care Fund ("the Fund"). The Fund offers NYSNA's NYC H+H/Mayorals members a unique benefit that the Trustees hope will lessen the burden of child care and elder care expenses. The NYSNA NYC H+H/Mayorals Executive Council and Board of Trustees of the Fund worked for many months to develop the guidelines and benefits for this Fund, which was launched effective September 1, 2016. Enclosed with this letter you will find the following documents that outline the covered expenses of the Fund and its administration:

1. Summary Plan Description booklet;
2. Notice of Annual Maximum Benefit Amount;
3. Frequently Asked Questions ("FAQs");
4. Fund Reimbursement Claim Form with Instructions Sheet; and
5. Statement of Elder Relationship.

Please be sure to read through each of the documents carefully and completely. Please also keep them for future reference. We would like to draw your attention to a few highlights of the new NYSNA Child Care and Elder Care Fund:

- The maximum annual reimbursement is indicated in the included "Notice of Annual Maximum Benefit Amount." As the annual maximum benefit is revisited each year by the Trustees, this notice will be reissued whenever there is a change in the maximum benefit amount. The annual benefit amount is per fiscal year (July 1-June 30).
- Claims must be submitted within sixty (60) days of the date the service was provided or the program was completed.
- The maximum annual reimbursement is a combined total amount for child care and elder care. Participants may use the amount at their discretion, but the total combined reimbursement for child care and elder care shall not exceed the maximum annual reimbursement in a given fiscal year.

The Trustees hope participants will take full advantage of the NYSNA Child Care and Elder Care Fund. The benefits offered by the Fund will help NYSNA nurses to provide their families with the same high level of care they provide their patients and the City of New York. If you have questions about the Fund, please contact your NYSNA program representative; John J. Barrett, the Plan Administrator, at 518-782-9400; or ASO, the Fund's claims administrator, at 800-537-1238 or 888-692-7671.

Yours truly,

A handwritten signature in black ink, appearing to read 'Nancy D'Leema'.

Nancy D'Leema, RN, Chairperson
On behalf of the Board of Trustees