

American's Choice Options

A choice of non-medical benefits for small businesses



American Community Gives You the Options

American Community Mutual Insurance Company wants to provide for every policyholder's health, well being—and peace of mind; and we offer all the options for that protection. This handy booklet includes information about our non-medical benefits for smaller business organizations. All of the choices. All of the benefits. All of the options. For participants and dependent family members.

- Life Insurance and Accidental Death & Dismemberment (AD&D)
- Weekly Income
- Dental
- Vision

This booklet also contains a “New Case Checklist” of forms and items required for submitting a case.



Ancillary Benefits

Life Insurance and Accidental Death & Dismemberment (AD&D)

Number of Employees	Life and AD&D Schedule
2-5	\$10,000
6-15	\$10,000 to \$25,000 (\$5,000 increments)
16-50	\$10,000 to \$50,000 (\$5,000 increments)



A classed plan or a plan based on earnings may be used, subject to the maximums indicated by group size.

If using a classed plan, each class can not exceed 2¹/₂ times the next lower bracket. AD&D is 24-hour coverage.

Waiver of Premium is included.

If an employee becomes totally disabled before reaching age 60 and remains disabled for six consecutive months, premium payments for that employee will be waived from that time until age 70 unless the policy provides coverage for retired employees or coverage is terminated earlier. The face amount of the employee's coverage will remain the same, subject to any reductions with age. This benefit terminates when the employer's participation in the plan ends.

The Life/AD&D option, if chosen, requires 100% participation. If selected by the employer, all eligible employees must enroll.

Dependent Life Option

Spouse Benefit		Child Benefit	
Under Age 40	\$7,500	Birth to 6 months	\$1,000
Age 40-50	\$5,000	6 months to 19 years	\$5,000
Age 51-55	\$3,500	N/A	
Age 56 and over	\$2,500	N/A	

The Dependent Life option, if chosen, requires 100% participation. If selected by the employer, all eligible employees' dependents must enroll.

Ancillary Benefits

Weekly Income Option

If selected by the employer, all employees must enroll in accordance with Participation Requirements.

Coverage is designed to replace earnings lost due to a non-occupational accidental injury or sickness. A maternity disability is covered the same as any sickness. The disability must begin while the employee is insured.

	Plans
Waiting Periods	Benefits begin; 1st Day Accident; 8th Day Sickness 8th Day Accident; 8th Day Sickness 15th Day Accident; 15th Day Sickness
Benefit Period	13 or 26 weeks
Flat Plan	\$100 to \$700/week - 65% maximum (\$100 increments)
Classed Plan	Same as Life, AD&D classes
Percent of Earnings Plan	65% (\$700/week maximum)

If an insured employee has a loss of earnings due to an illness for which no medical treatment was received during the three (3) month period immediately prior to such employee's effective date of coverage and which causes total disability, benefits will be paid for one continuous period of total disability.

An illness for which medical treatment was received during the three (3) month period stated above will be covered if the total disability begins six (6) or more months after the insured employee's effective date of coverage.

Reductions and Terminations

For groups of fewer than 20 employees: Life and AD&D benefits reduce 33¹/₃ % of the original volume at age 65. Life, AD&D and weekly income benefits terminate at the earlier of age 70 or retirement.

For groups of 20 or more employees: Life and AD&D benefits reduce 33¹/₃ % of the original volume at age 65 plus a 33¹/₃ % reduction of the reduced volume at age 70, plus a 33¹/₃ % reduction of the reduced volume at age 75. Life, AD&D and weekly income benefits terminate a retirement.

The dependent life benefit terminates upon termination of employee life and AD&D benefits.



Dental Options

	Plan 1		Plan 2		Plan 3		Plan 4	
	\$ Deductible	Coverage %	\$ Deductible	Coverage %	\$ Deductible	Coverage %	\$ Deductible	Coverage %
Diagnostic/ Preventive	\$0	100%	\$0	80%	\$0	80%	\$0	50%
Basic	\$50	80%	\$50	80%	\$50	50%	\$50	50%
Major	\$0	50%	\$0	50%	\$0	50%	\$0	50%
Orthodontics (Optional)	\$50	50%	\$50	50%	\$50	50%	\$50	50%

Deductibles

The per family deductible is two times the per person deductible.

Diagnostic & Preventive

Services include office visits, cleaning, x-rays, fluoride treatment, sealants, space maintainers, oral examinations, and laboratory tests:

1. Diagnostic Services—Procedures employed by the dentist in evaluating the existing condition to determine the required dental treatment.
2. Preventive Services—Procedures or techniques employed by a dentist to prevent the occurrence of dental abnormalities or disease.

Basic Procedures

Services include fillings, root canals, extractions, including surgical extractions and surgery.

1. Basic restorative services employed by the dentist to repair the substance of the teeth lost by caries.
2. Root Canal Therapy—Endodontics.
3. Surgery for the treatment of disease of the gums and supporting structure of the teeth.
4. Oral surgery, extraction and all other oral surgery procedures including pre- and post-operative care and general anesthesia.

Dental Options

Major Procedures

Services include restorative and prosthodontics including crowns, full or partial dentures, bridges, inlays, onlays, and maintenance of bridges and crowns.

1. Major restorative services employed to rebuild, reform or repair the substance of the teeth lost by caries.
2. Prosthodontics Services — Procedures for construction of fixed bridgework and full and partial dentures.

Orthodontics (for dependent children to age 19 only)

Services include treatment and procedures for the correction of malposed teeth, including diagnostic procedures, fixed or removable appliances and full-banded treatment.

Pre-Treatment Review

Required if expected cost is \$300 or more. This review makes all parties aware of the coverage available and potential cost of a treatment before it begins.

Maximum

Plan 1 and 2 - Preventive, Basic, Major Combined - \$1,500 calendar year

Plan 3 and 4 - Preventive, Basic, Major Combined - \$1,000 calendar year

Orthodontics - Options of \$1,000 Lifetime or \$2,000 Lifetime are available

Waiting Periods

A one-year waiting period applies to Major and Orthodontic procedures. This waiting period will be waived on initial enrollees if this plan is replacing a group dental plan which included Major or Orthodontic benefits. The insured individual is still responsible for the deductible, the remaining percentage of the coverage percentage and all charges in excess of Usual, Customary and Reasonable charges.



Vision Options

Eye Exam Plus Benefit Included

(not available in Missouri)

This benefit is automatically included unless a full-service vision plan is included.

- One routine eye exam every 12 months from a VSP member doctor.
A \$10 Copayment applies.
- When purchased from a VSP member doctor, provides for a 20% discount on eyeglasses; 15% discount on contact lenses.

Full-Service Vision Plan Option

The employer may elect either Plan A or Plan B. Copayments apply when using member doctors. A reimbursement schedule applies to non-member doctors. If this benefit is selected, the Exam Plus Benefit does not apply.

Plan A provides for	Plan A Copays	Plan B provides for	Plan B Copays
one examination every 12 months	\$10 per exam	one examination every 12 months	\$10 per exam
one set of lenses every 24 months	\$25 materials	one set of lenses every 12 months	\$15 materials
one pair of frames every 24 months		one pair of frames every 24 months	

Additional Information

Underwriting Guidelines

These plans are offered to eligible groups on a guaranteed issue basis without evidence of insurability. The guaranteed issue amount of coverage is based on group size and specific participation requirements.

Timely additions to existing groups are provided coverage without evidence of insurability. Late enrollees are subject to approval by providing evidence of insurability.

Group Eligibility

For the following types of businesses, **only management employees are eligible** for weekly income benefits:

- Chemicals
- Farming, Ranching
- Fishing, Boating
- Gas Stations and Garages
- Health and Sports Clubs
- Hotels and Motels
- Lumber Industries
- Mining
- Restaurants
- Water Transportation

The following types of **businesses are not eligible** for these plans:

- Amusement Enterprises
- Auto Wreckers, Auto Salvage and Junk Yards
- Barber and Beauty Shops
- Bars, Taverns, Cocktail Lounges
- Building Wreckers or Movers
- Car Wash Business
- Dance Halls and Studios
- Employee Leasing
- Entertainment Groups and Nightclubs
- Explosives (Manufacture and Distribution)
- Garbage Collectors
- Guard and Watchmen Services
- Massage Parlors
- Parking Lot Operations
- Pawn Shops
- Petroleum Exploration and Drilling
- Taxi Companies
- Underground Mining

A group is also **not eligible** if:

1. The group has been in business less than six (6) months;
2. More than 50% of the employees are members of the same immediate family; or
3. More than 50% of the employees are age 50 or over.



Additional Information

Contract workers, commissioned persons with no base salary, associated professions and work-for-fee persons are not eligible.

Groups engaged in similar business not specifically indicated will be considered on an individual basis.

Contact a Group Underwriter at the Home Office when there is a question about eligibility of a group.

American Community reserves the right to decline any case which, in its evaluation, does not meet our underwriting guidelines.

Group Size Eligibility and Participation

Number of Employees	Minimum Participation for Life, AD&D, Weekly Income	Minimum Participation for Dental, Vision
2-5	100%	100%
6-15	100%	75%
16-50	75%	75%

These participation requirements apply to both new groups and in-force groups. Under contributory plans, eligible employees may elect to waive coverages. Election to waive does not exclude that employee from the employer's participation requirements. **Under non-contributory plans, all eligible employees must enroll.**

Employee Eligibility

Employees who are full-time, working a minimum of 30* hours per week in the regular business of the employer are eligible. For participation purposes, all members of the same immediate family (employee, spouse and dependent children under 19 years of age) constitute only one employee. Separate life and AD&D benefits are required for each with separate applications required. Proprietors, owners and corporate officers are eligible if they meet the same requirements as employees. Retirees or employees whose compensation is derived primarily from commissions and persons on a contract or retainer basis (form 1099 versus a W-2) are not eligible employees.

** In the State of Ohio, employees who are full-time, working a minimum of 25 hours per week in the regular business of the employer are eligible.*

Additional Information

Dependent Eligibility

An eligible dependent is a spouse and/or an unmarried, legally dependent child from birth to age 19, or to age 25 if a student in an accredited college or university (12 credit hours minimum), and dependent for Federal Income Tax purposes.

Waiting Periods

Each employer must establish a waiting period for new employee eligibility.

Premium Contribution

The employer must contribute no less than:

- 25% of the total cost of insurance for the employee and dependents, or
- 50% of the total cost of insurance for the employee only.

Administrative Fee

Each monthly premium statement will include a \$15 administrative fee.

Coverage Combinations

American Community small group plans are available to employer groups using coverage combinations of:

- Life Only
- Life and Weekly Income
- Life, Weekly Income, Dental and/or Vision
- Life, Dental and/or Vision

New Case Checklist

Before submitting a case, please check that these required items are included:

- Small Group Employer Application
- Trust Request to Participate
- Group Non-medical Employee Applications
- Copy of the American Community proposal of the plan sold
- Copy of the most current premium statement of the prior carrier
- Employer's check for the first month's premium made payable to American Community Mutual Insurance Company



Additional Information

New Case Checklist (continued)

- ▶ All forms must be dated and signed prior to the requested effective date.
- ▶ The individual signing as the employer must have the authority to bind the employer.
- ▶ All of the above items are required in order for American Community to accept the group and should be submitted to the Home Office in Livonia, Michigan.

Applications are available on the Agent section of our website at www.american-community.com. Requests may also be submitted to our National Sales Office at (800) 991-2642, extension 4673.

Acceptance/Approval of an Employer

Coverage with the current carrier should not be terminated until the employer receives written acceptance from American Community.

Once an employer has been approved for participation, an acceptance letter will be sent to the employer with a copy to the agent.

This will be followed by:

1. A certificate for each approved employee.
2. An identification card for each approved employee and spouse, if applicable.
3. An Administration Guide outlining application, premium payment and other administrative procedures.
4. A supply of all necessary forms.

Note: All premium statements are sent directly to the employer.

This brochure is a brief description of the highlights of the group plans available. It is not intended to be a full description of coverage. The master policy is issued in the State of Ohio. Policy provisions may differ in some states due to variations in state regulations. Should an employee apply for coverage and be accepted, a Certificate of Insurance will be issued with a complete description of benefits and exclusions.

People who care. Policies that protect.®

With beginnings dating back to 1938, American Community Mutual Insurance Company is one of the oldest health insurance companies in the United States. For over six decades, Americans have relied on American Community to make quality healthcare affordable. As a mutual company, American Community is owned by our policyholders who guide our products and processes, ensuring a collective understanding and focus.

In addition to quality products, American Community offers:

Dedicated Customer Service

- ❑ Our policyholders and agents have access to a well-trained and knowledgeable customer service staff, whose first priority is to provide exceptional service.
- ❑ American Community agents are independent and dedicated to their clients.

Prompt Payment of Claims

- ❑ Most claims are processed within days of receipt.

Flexible Products

- ❑ Our coverage is adaptable to your needs.
- ❑ We offer the choice of multiple benefit options.

Managed Care

Major Medical

Short Term Coverage

Health Savings Accounts

Dental

Vision

Weekly Income

Life and AD&D



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