April 2020

Dear Corinthian Plan Congregational or Conference Representative,

Enclosed is important information related to COVID-19 and The Corinthian Plan. This information relates to you as an employer (congregation or conference) as well as your enrolled employees. *It is very important that you read the entirety of enclosed information to see what applies to your situation.*

References to “Congregational Employee Plan (CEP)” specifically pertain to the health plan benefit of The Corinthian Plan (TCP).

Enclosed you will find:
I. COVID-19-specific health coverage information (Attachment 1)
II. Letter regarding the May Premium Holiday (Attachment 2)
III. Congregational and Conference Employment & Eligibility Information (Attachment 3)
   A. Information on temporary adjustments to TCP eligibility requirements for congregations/conferences making changes to staffing hours, granting leaves, etc., due to impacts of the COVID-19 outbreak.
   B. The expansion of the Family Medical Leave Act (FMLA) and the Emergency Paid Sick Leave Act (EPSLA) passed in recent federal legislation.
   C. Process for congregations and conference offices to document and report employee changes in hours and status that may affect employee eligibility.

Because of the importance of this information for the local congregational representative (employer), and employees (pastor/staff) carrying The Corinthian Plan coverages, enrolled employees will also receive this packet.

Please contact us with questions.
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Take care of yourselves and each other. In Christ’s peace,

[Signature]

Duncan Smith, Director, The Corinthian Plan
(CC: TCP Employee Participants)