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## (HTML VERSION): (1/2) IMPORTANT BENEFITS INFORMATION: CLP/PEP Summary of Material Modifications

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### SUMMARY OF MATERIAL MODIFICATIONS PLEASE READ NOW!

The information below is a Summary of Material Modifications (“SMM”) to the House Staff Benefits Plan (“HSBP” or the “Plan”). This SMM advises you of a change in the information presented in the HSBP Summary Plan Description (the “SPD”). Please read this SMM and if you have any questions, contact the Benefits Office at 212-356-8180.

**We write to advise you of several changes made to the Plan.**

### CONTINUING LEARNING PROGRAM

As you were previously notified, a temporary change was made to the Plan in response to the current coronavirus/COVID-19 emergency. In order to increase access to the benefits available to you during this emergency, **for the July 1, 2020 to June 30, 2021 Plan Year only**, you were able to use your Continuing Learning Program (“CLP”) benefit up to the maximum amount of the CLP benefit for the reimbursement of items previously provided only by the Professional Education Plan (“PEP”). As a reminder, under the Plan's terms you have one (1) year from the date of purchase to request reimbursement. The items are listed below.

Also, for the **July 1, 2020 to June 30, 2021 Plan Year only**, residents finishing Post Graduate Year (“PGY”) 3 will be able to roll over any unused CLP benefit they have at the end of PGY3 to their PGYs 4, 5, and 6.

**The Trustees adopted the following change to the Plan regarding the CLP benefit, effective for the Plan Year ending June 30, 2021:**

## 1) Reimbursement of Eligible Items Using CLP Benefit

The CLP benefit provides a \$1,500 maximum reimbursement in PGYs 1, 2, and 3 combined for eligible expenses for medical conferences, board review courses, and/or online courses. Please see pages 12-13 of your 2016 HSBP SPD for more information.

You may utilize any CLP benefits that you have not yet used for the reimbursement of the eligible items listed below **through June 30, 2021**.

The following items are eligible for CLP reimbursement up to the maximum amount of your remaining CLP benefit. All items must be work-related and medical in nature.

### Types of Reimbursements

You may receive reimbursement for only one of any identical items per Plan Year (July 1 to June 30):

- Audio & videos tapes, DVD's, CD's, MP3's
- Board Exam Fees
- Books and eBooks
  - You may receive reimbursement for more than one book only if each book has a different title.
- Dues & Journals for Medical Specialty Societies
- Equipment, including but not limited to:
  - Blood Pressure Monitor
  - Pen Light
  - Pulse Oximeter
  - Scrubs
  - Stethoscope
  - Surgical Loupes
  - Surgical Shoes (clogs)
- License Application and Examination Fees
- Fellowship Application Fee (**effective January 1, 2021**)
- Software or electronic medical apps
- Mobile Electronic Medical Devices

### MOBILE ELECTRONIC MEDICAL DEVICES (“MEMD”)

The maximum reimbursement is limited to 75% of the total device cost up to \$650. Only one MEMD is reimbursable per participant per Plan Year (July 1 through June 30).

Reimbursement Limitation: MEMD costs will not be reimbursed if purchased in the last 6 months of your residency. For Example:

A PGY 1 resident purchases a \$1,000 laptop.

The resident will only be reimbursed 75% of the laptop up to \$650 (75% x \$1,000 = \$750).

Eligible Devices:

- Tablet Computers (e.g., Apple iPad, Samsung Galaxy)
- SmartPhones (e.g., Apple iPhone, Samsung Galaxy)
- Laptop Computers (e.g., MacBook, Dell and HP)

Not Eligible for Reimbursement:

Items that can be used generally, that is for both personal/non-work purposes AND work/training purposes, are not eligible for reimbursement such as:

- Accessories
- Calling Plans
- Cameras
- Desktop Computers
- Data Service Plans
- eBook Readers
- Insurance
- Software (e.g., Excel, Word, PowerPoint)
- Upgrade Fees

**For the July 1, 2020 to June 30, 2021 Plan Year only, the Plan has expanded the types of equipment eligible for reimbursement to include the following items with the following limits:**

- Webcam - reimbursement up to \$40;
- Printer & Copier - reimbursement up to \$50;
- Chair - reimbursement up to \$75;
- Tablet Stands - reimbursement up to \$20;
- Table/desk - reimbursement up to \$75; and
- Desktop Computer - reimbursement up to \$200. However, if you have already been reimbursed for a Mobile Electronic Medical Device--including a laptop, iPad or tablet--you cannot be reimbursed for a desktop computer. You may only obtain a reimbursement for **one** desktop computer.

**The maximum amount of the CLP benefit payable per participant for every three-year period of \$1,500 remains the same.** The maximum benefit is \$1,500 every three years: \$1,500 for PGYs 1, 2, and 3; \$1,500 for PGYs 4, 5, and 6; and \$1,500 for PGYs 7, 8, and 9.

**To use your CLP benefit to claim reimbursement of the items above, you must file your claim through PEP and put your initials in the box on the last page of the form that says, "If you want to use your CLP balance you must initial the box on the right to authorize the release of these funds".**

**You must request the reimbursement within one (1) year from the date of purchase.** Please review your 2016 HSBP SPD at pages 12-13 for more information.

## **2) Rollover of CLP Benefit to PGYs 4, 5, and 6**

**Effective for the July 1, 2020 to June 30, 2021 Plan Year only,** the CLP benefit that you did not use by the conclusion of PGY3 will roll over to PGYs 4, 5, and 6, if you remain enrolled the HSBP Plan in those years.

## **PLAN YEAR FOR JUNE OFF-CYCLE HIRES.**

The Trustees have amended the 2016 HSBP SPD to clarify the Plan terms regarding the Plan Year. The section titled "Plan Year" on page 1 of the SPD is deleted and replaced in full with the following:

You become eligible for benefits based on the day you go on your employer's payroll.

You must work a minimum of 20 hours per week and contributions from your employer must be received by House Staff Benefits Plan on your behalf.

Please note, employees who are hired outside the start of the Plan Year (usually July 1) will be eligible for benefits as of the date they go on their employer's payroll, but their initial benefit cycle will run from the date they go on their employer's payroll through June 30th of the following year (or until the date of termination, whichever is earlier). If you are hired in June, your first benefit cycle will be longer than twelve (12) months; however, you are not entitled to any additional benefits beyond what is offered during the subsequent twelve (12) month Plan Year. Your second benefit cycle will begin the following July 1 and last until the following June 30th and will correspond with the Plan Year.

For Example:

If you go on your employer's payroll on June 25, 2021, your initial benefit cycle will be June 25, 2021 through June 30, 2022. You will be eligible for benefits as of June 25, 2021. The maximum benefits that you are eligible for during this initial benefit cycle will be the maximum benefits that are available for the Plan Year that begins on July 1, 2021 and ends on June 30, 2022.

The following year, your benefit cycle will be July 1, 2022 through June 30, 2023 and will correspond with the Plan Year.

All other eligibility and termination rules will remain the same.

**If you have any questions regarding the information contained in this SMM, please contact the Benefits Office at 212-356-8180.**

Sincerely,  
Benefits Office

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