

Enrolment and Claim Instructions

For the length of the strike, OJTBF (OPSEU Joint Trusteed Benefit Fund) will be coordinating benefits coverage for you through Beneva (Canada's largest mutual insurer).

OJTBF is a union-sponsored Employee Life and Health Trust, in business since 1996.

To confirm, the coverage being provided to you during the length of the strike **will not** match the existing benefit coverage through your employer. OJTBF's strike package, through Beneva, includes the following benefits:

- Life Insurance – Flat \$100,000 of coverage
- Health Care for you and your eligible dependents. Details of the Health benefit provisions are enclosed on the attached pages.

You are being asked to complete an enrolment form for strike benefits. Please return your completed enrolment form to OJTBF at:

OJTBF – Strike Benefits
505 Consumers Road, Suite 511
Toronto, ON M2J 4V8

ENROLMENT FORM

To be eligible for strike benefits, you must complete and return this enrolment form.

1. Personal Information

Please provide your contact information including a telephone number where we can reach you should we have any questions about your enrolment or claim.

2. Coverage Requirement

Indicate your coverage requirement; coverage for yourself only, or coverage for yourself, your spouse and/or your child(ren).

- If you selected coverage for your spouse and/or children, list all your eligible dependents. Include coverage children (from age 21 up to the 25th birthday) who are regularly attending school full-time and solely dependent on you for support. You will be required to provide proof of full-time enrolment, i.e., school ID and a copy of an invoice with tuition fees.

3. Beneficiary

Designate a beneficiary for the life insurance proceeds of your coverage, should a death occur during the period of the strike. Provide the beneficiary's surname, given name and indicate their relationship to you (i.e. daughter, spouse, etc.).

Note: if this section is left blank when returned to Beneva, your beneficiary is deemed to be your ESTATE.

4. Signature (REQUIRED)

Sign and date the form in the Authorization section, confirming that the statements you have made are complete and true.

CLAIMS SUBMISSION

If you incur expenses during the strike, you must first pay the provider out-of-pocket, attach original receipts to the Health Insurance Claim form, and mail it to the address shown below:

Beneva
Attention: Health Claims
110 Sheppard Ave E, Suite 500
Toronto, ON M2N 6Y8

Alternatively, you may send your Health Insurance Claim form and receipts via email to ojtbfstrike@beneva.ca. All claims for expenses incurred during the strike must be sent to Beneva no later than 2 months after the last day of the strike. **Please note: claims can not be submitted electronically by the provider** – they must be submitted as described above. Keep a copy of your claim form and all submitted receipts for your records. Claims will be processed within 10 business days of receipt.

To check the status of submitted Health claims, please contact Beneva's Customer Service Department toll free at **1-866-281-3481**.

OJTBF

Not For Profit Group Benefits



www.ojtbfc.ca