

# Human Resources

## MAY 2025

## May is Mental Health Awareness Month



### What is mental health exactly?

According to MentalHealth.gov, “mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. Take a moment to visit [Florida Blue's website](#) to find resources and information regarding the importance of taking care of your mental health just as much as you would your physical health.

There is no health without mental health and poor mental health can only hurt our physical health over time.

### What small steps can I take to improve my mental well-being?

If you aren't quite feeling like yourself, lately, try taking some small steps to turn things around. Dr. Nick Dewan, vice president of behavioral health for Florida Blue, gives tips about setting small goals for your mental health.

Dr. Dewan suggests making a plan to do something you've enjoyed in the past — even if it's something simple, like taking a walk in the park or visiting a friend. If you've been feeling stressed, sad or anxious for a while, it may be harder for you to feel the same amount of joy from the things you used to love. Dr. Dewan suggests making some small tweaks can help your brain feel more joy again.

- For example, if you like music, try some new genres, which can make you feel more excited and joyful about listening to music again.
- If you like taking walks, find new parks and neighborhoods to walk in. In addition, if you're not taking care of your basic needs, it can be hard to feel your best. Here are some simple ways you can improve how you're feeling:
- Get enough sleep. Sleep has a big effect on your mood. If you aren't getting enough sleep, try

sticking to a sleep schedule and setting a bedtime routine to help you feel more tired at bedtime. Check out the [Blue Answers Sleep and Mental Well-Being](#) page.

- Eat well. Make sure to eat nutritious food. Check out the [Blue Answers Eating for Your Health](#) page.
- Stay active. This can be as simple as taking regular walks, working in the garden or doing any physical activity you enjoy.
- Connect with friends and family. Even if you are an introvert, humans crave social contact. Take a walk or have lunch with a friend, volunteer for an organization you support, or find groups of people who share the same hobbies as you. Check out the [Blue Answers Doing Good is Good For You](#) page.
- Practice gratitude. Take some time every day to think about things you are thankful for. This simple practice can shift your mindset over time. Humans tend to focus on our negative emotions, but practicing gratitude can be a reminder that there are good things in your life.
- Learn to relax: try relaxation techniques, like deep breathing or using a guided imagery app on your phone. Learning to relax can help your body slow down and teach your mind what it feels like to be calm.
- For more ideas, check out the [Blue Answers Your Mental Health Matters](#) page.

Read more from this article found [here](#).



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## Important - CHIP Notice

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### Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs.

If you or your children are not eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit [www.healthcare.gov](http://www.healthcare.gov).

Please find the important notice here - [CHIP Notice](#).



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## Qualifying Life Events - Q & A

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You should always elect benefits during open enrollment to secure the coverage you need. After making elections through a cafeteria or Section 125 plan (including our group medical, dental, and vision plans), changes aren't allowed until the plan year ends -- unless a qualified life event occurs.

Open enrollment is a short period of time when you can enroll in or change your employee benefits. Outside of this period, changes are only allowed if you have a qualifying life event—like marriage, divorce, having a child, or losing other coverage—which may trigger a special enrollment period. If you believe you have experienced a qualifying life event, contact HR at [humanresources@commrehab.org](mailto:humanresources@commrehab.org).

Review plan documents carefully during open enrollment and consider future life events to ensure your benefit choices align with your long-term goals.

### Working Spouse/Domestic Partner Affidavit

#### **Q & A:**

##### **If I have a qualifying event, how do I get enrolled, change or terminate my coverage?**

Enrollment changes based upon a qualifying event must occur within 30 calendar days of that event, by reporting the Life Event in ADP WFN. To verify a qualifying life event (QLE), individuals must upload appropriate documentation that substantiates the occurrence of the event. The required documents vary depending on the specific event.

##### **If I don't want to maintain my health coverage through CRA Therapy over the summer can I cancel it and enroll again at the beginning of next school year?**

No, you can only make changes to your coverage during annual open enrollment or when you have a qualifying life event that would trigger a special enrollment period.

##### **How can I change my elections midyear?**

Outside of open enrollment, you typically cannot make midyear benefit changes unless you experience a qualified life event. To change your elections midyear:

- You must experience a midyear election change event recognized by the IRS.
- The cafeteria plan must permit midyear election changes for that event.
- Your requested change must be consistent with the midyear election change event.

##### **I am expecting a baby. When should I add my baby?**

Enrollment changes based on the birth of a child must occur within 30 calendar days of that event date. You can start the Life Event Process in ADP Benefits. You will need to upload proof of the life event, e.g. birth certificate when you submit the Life Event in ADP. Benefit changes for the birth of a child will be effective on the date of the event (birth date).

##### **My spouse is losing his/her job and will no longer have insurance. When can I add them to my health insurance?**

You may add your spouse to your insurance within 30 days of the qualifying event. You will need to upload proof of your spouse's loss of coverage, e.g. letter from the insurance carrier showing your spouse's name, type of plan, e.g. medical, dental, vision, and the date the plan(s) terminat(ed). In addition, you will need to complete, sign, and upload our Working Spouse/Domestic Partner Affidavit at the time of completing the Life Event in ADP. In addition, will need to when

##### **When is CRA Therapy's open enrollment?**

CRA Therapy typically holds open enrollment in the Fall for benefits effective 1/1 of the following year.

##### **What Qualifying Life Event Documentation Do I Need to Provide?**

- Marriage: Marriage Certificate
- Divorce or Legal Separation: Divorce Decree or Legal Separation Papers.
- Birth or Adoption of a Child: Birth Certificate or Adoption Records.
- Aging off a Parents Plan: Proof of Loss of Coverage

Don't see your question covered here, please reach out to HR Benefits at [humanresources@commrehab.org](mailto:humanresources@commrehab.org).

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## **\$500 Employee Referral Bonus Program**

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The busy summer months are right around the corner which is the perfect time to refer-a-friend with our bonus program!

CRA Therapy strives to provide our therapists with quality service and career opportunities. We always appreciate it when our employees refer other associates to us and have developed a referral program to say thank



you!

Please reach out to your Recruiter or Account Manager for more information about the program!



## Reminder: 12-Month Payment Dates

School Closure	# of Days Paid	Paid On
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods.	06/10/2025 06/24/2025 07/08/2025 07/22/2025 08/05/2025



## Benefit Deductions - SUMMER

Employees who have a signed agreement for the 2025/26 school year and are currently enrolled in benefits, please note that the 5-benefit premium deductions for summer will be split over 2 pay periods, pay dates **5/13/25** and **5/27/25**.

## Important *May* Dates

May	<a href="#">National Better Speech &amp; Hearing Month</a>
May 5th - May 9th	Teacher Appreciation Week
May 1st	School Principal's Day

May 5th	Cinco de Mayo Teacher Appreciation
May 6th	National Nurse's Day
May 7th	National Interpreter Appreciation Day National School Nurse Day
May 9th	Military Spouse Appreciation Day
May 11th	Mother's Day
May 17th	Armed Forces Day
May 26th	Memorial Day

## HR is Here to Help

For Questions About:	Contact:
12-Month Pay Plan	Lynda, payroll@commrehab.org
401k Information	Amber, humanresources@commrehab.org
<a href="#">Absence Request Form</a>	Catherine, timesheets@commrehab.org
Who do I notify if I need time off?	Your Account Manager (Danielle or Molly)
Change of Address	Update in ADP - www.workforcenow.apd.com
Direct Deposit - update info	Update in ADP - www.workforcenow.apd.com
Benefits (other than H.S.A.)	Amber, humanresources@commrehab.org
Health Savings Account (H.S.A.)	Lynda, payroll@commrehab.org
Employment Verification	Dusty, onboarding@commrehab.org
Name Change	Dusty, onboarding@commrehab.org
Referral Bonus Payment (if applicable)	Lynda, payroll@commrehab.org
SpringAhead Timesheets	Catherine, timesheets@commrehab.org
W4 - Make a Change W2 - Request a Copy	ADP - www.workforcenow.apd.com

Community Rehab Associates, Inc | 3950 3rd St N. Suite D | St. Petersburg, FL 33703 US

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