Tobacco Use: You must certify in 2014 whether you use tobacco or not!

During the Open Enrollment period from November 11 – 22, 2013, you must certify your status as a tobacco user or non-user, as well as the status of any dependents age 18+ enrolled in your healthcare plan. In 2014, employees enrolled in the healthcare plan and their covered dependents age 18+ will be charged a $50 per month surcharge for using tobacco products.

If you do not certify yourself and your dependents by November 22, 2013, you will be defaulted to a tobacco user and charged a monthly tobacco user surcharge of $50 per month starting in January 2014. You may update your tobacco user status at any time throughout the year and the change will go into effect the first of the next month. However, there will not be any tobacco surcharge refunds for employees who do not certify during the Open Enrollment period.

Frequently Asked Questions

What is considered a tobacco product?
Cigarettes, cigars, e-cigarettes, pipe tobacco, chewing tobacco, snuff, dip, or any other product that contains tobacco. Tobacco cessation products, such as Nicotine gum and patches, are not considered tobacco products.

How do I certify?
During 2014 Open Enrollment November 11 – 22, 2013, certify by logging in to your account at https://portal.adp.com, click on the Benefits Tab and then “My Benefits”. Click on the “2014 Open Enrollment” link from the Main Menu.

To change your tobacco status during the year, login to the ADP portal at https://portal.adp.com and follow the steps below:
1. Click on the Benefits Tab and then click on the My Benefits link in the middle of the page
2. Once you have been redirected to the Benefits Enrollment system, click continue and then select Family Status Change from the Main Menu
3. Enter the date of the change in status
4. Use the drop down and select “Update Tobacco User Status” and click continue
5. You will be directed to complete the tobacco certification for you and your dependents
6. Accept the certification and click “Submit” when finished
The new tobacco user status will go into effect the first of the next month.

Retirees may complete the Tobacco Use Certification Form available the USG Benefits website and return to their institution HR/Benefits office.

Who will pay an additional $50 surcharge each month?

<table>
<thead>
<tr>
<th></th>
<th>Certified as a Tobacco User</th>
<th>Certified as a Non-Tobacco User</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>Pays</td>
<td>Doesn’t Pay</td>
</tr>
<tr>
<td><strong>Spouse</strong></td>
<td>Pays</td>
<td>Doesn’t Pay</td>
</tr>
<tr>
<td><strong>Covered Adult Dependent (18 Years and Older)</strong></td>
<td>Pays</td>
<td>Doesn’t Pay</td>
</tr>
</tbody>
</table>
**How much will tobacco users pay?**
The monthly tobacco user surcharge is $50 per tobacco user age 18+. You will pay $50, $100, $150 or more each month in additional tobacco surcharges, depending on how many tobacco users you certify that are covered by your USG healthcare plan.

**Examples:**

- In the “Smith” family, Mr. Smith uses tobacco, but his wife and children age 18+ do not. Mr. Smith certified himself as a tobacco user and certified the rest of his family as non-tobacco users. The Smith family pays a monthly tobacco user surcharge of $50.
- No one in the “Jones” family uses tobacco. Mrs. Jones did not complete the tobacco certifications for herself and her three children, who are ages 21, 19, and 18. The Jones family defaulted to a monthly tobacco user surcharge of $50 for non-certification.
- In the “Brown” family, Mr. and Mrs. Brown do not use tobacco. Their 19-year-old daughter and 21-year old son are tobacco users. Mrs. Brown certified herself and her husband as non-tobacco users, and certified both children as tobacco users. The family pays a monthly tobacco user surcharge of $100.

**How do I get help if I want to quit using tobacco?**
Your USG healthcare plan offers tobacco cessation resources, including counseling. Contact your healthcare plan for more information. Or, information is available on the USG wellness website at [http://www.usg.edu/wellness/](http://www.usg.edu/wellness/).

**What if I quit or someone I cover quits?**
You may update your tobacco use certification at any time during the year at [https://portal.adp.com](https://portal.adp.com). The new monthly tobacco user status will go into effect on the first day of the next month.

**Do our USG healthcare plans cover prescription drugs that can help me quit using tobacco?**
The University System of Georgia is providing coverage for OTC and Prescription smoking cessation products. It will include nicotine gum, lozenges and patches that are all available as over the counter items as well as all prescription products like Chantix and Zyban. This will be covered under the BCBSGa plans with a $0 co-pay for these smoking cessation products. All over the counter smoking cessation products must have a prescription written from a physician in order to have a $0 co-pay. Contact your physician to see if they are right for you.

**What if I start using tobacco again after certifying as a non-tobacco user?**
Change your certification status immediately on the ADP portal at [https://portal.adp.com](https://portal.adp.com) using the instructions above or you risk a penalty, fraud investigation, or termination from the USG healthcare plans.

**What if I know someone who certified as a non-tobacco user actually uses tobacco?**
Each employee is responsible for their own tobacco use certification. If an employee does not correctly certify their status, the employee is at risk or penalty, fraud investigation or termination. At this time, we are not asking for employees to report the tobacco use of other employees nor are we testing employees for tobacco use.

**If I have questions, who can I call?**
If you have questions, please contact the USG Shared Services Center at 1-855-214-2644 or contact your institution’s HR/Benefits office.