

## IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

### NEW, ENHANCED EMPLOYEE REFERRAL BONUS PROGRAM INCLUDES NEW, EXCITING PRIZES!

#### We are excited to share a NEW and IMPROVED Employee Referral Bonus Program!

Lexington currently offers employees a \$500 bonus for the successful referral of DSP hires. We will continue with that part of the program and will follow the existing program rules, but we've added some new prize incentives! Details about the current referral program can be found [here](#).

*We are adding additional opportunities for our employees to win*  
**Exciting Prizes**  
*for successful full-time and part-time\* DSP referrals!*  
*(\*The part-time employee must agree to work at least 20 hours per week.)*

#### Raffle Prize Opportunities

- If you refer a full-time or part-time DSP (who commits to at least 20 hours of work per week) with an application date between March 20 and June 30 and they are successfully hired, you will be entered into a drawing to win an **Apple iPad (9th Generation)**.

An Apple iPad will be awarded to one referring employee based in Albany; one based in Schoharie; and two based in Fulton County.

From the remaining entries, one employee will be selected for our **Grand Prize to be drawn on Monday, July 24.**



#### THE GRAND PRIZE WINNER GETS THEIR CHOICE OF ONE OF THESE GREAT PRIZES!

- **2 nights and 3 days for four at The Great Escape Lodge, Lake George, NY** (includes access to water park) plus a **\$200 Visa Gift Card**.
- **\$500 Gift Card** to the grocery store of your choice and a **\$300 Gift Card** to the gas station of your choice, or for Uber.
- **A Pitboss Smoker, 3 bags of Pellets and a \$150 Gift Card** to the grocery store of your choice.

#### Program Rules

- The referring employee's name must appear on the application as the referral source (not a reference) of the potential employee at the time it is submitted.
- If multiple people are named as a referral source, the bonus/ raffle prizes will be paid only to the first employee named – No exceptions!

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## New Employee Referral Bonus (Cont. from page 1)

- There is no limit to the number of qualified applicants an employee can refer. You will receive one raffle entry for each successful full-time or \*part-time DSP hire during the time frame noted above. (The part-time employee must commit to work at least 20 hours per week)
- Employees may not refer an applicant more than once.
- Former Lexington employees applying for re-hire beyond one-year since their separation date are considered new applicants.
- Referring employees listed on the new application will be eligible for the bonus/raffle prize.
- Applicant must be successfully hired.
- Winning employees must be in good standing at the time of the drawing.

### Exclusions - Bonuses will not be paid for:

- Candidates hired as Family Directed Respite Aide, Human Services Intern, Self-Directed, or Per-Diem positions.
- Agency Executives and Human Resource Dept. staff are not eligible to participate in this program.

## HRA/FSA/DCA 2022 Claim Submission Deadline is Approaching

If you were enrolled in Schoharie's HRA or Lexington's Flexible Spending Account (FSA) or Dependent Care Account (DCA) in 2022, time is running out to submit your claims.

You have until **March 31, 2023** to submit claims to American Benefits Group (ABG) for dates of service in 2022. All claims must be submitted online or postmarked (if being mailed to ABG for manual processing) no later than **March 31**.

ABG strongly encourages participants with 2022 expenses in these plans to submit to ABG as soon as possible and far enough in advance of the runout end date to ensure prompt claims processing.

In April, remaining FSA funds from 2022 (up to \$570) will roll into your 2023 account balance. Unused amounts over \$570 will be forfeited as per IRS regulations.

For more information, please contact Courtney Mickels at [mickelc@thearclexington.org](mailto:mickelc@thearclexington.org).

# Lexington Milestones

*Congratulations and thank you to the following employees celebrating milestones through February 28, 2023*

### THIRTY-FIVE YEARS

Marie Elizabeth Allen, Administration, 2/16  
Michele Hale, Day Habilitation, 2/17

### TWENTY-FIVE YEARS

Thomas Mickel, Jr., Residential, 2/23

### TWENTY YEARS

Dawn Shipley, Administration, 2/10  
Carl Walther, Day Habilitation, 2/24  
Ryan Williams, Maintenance, 2/18

### FIFTEEN YEARS

Patricia Hosbach, Residential, 2/04

### TEN YEARS

Deborah M. Crannell, Residential, 2/04  
Lakeysha Williams, Medical, 2/11  
Marcus Wilson, Residential, 2/04

### FIVE YEARS

Kalia Fisher, Residential, 2/20  
Peter Friguletto, Family Services, 2/20  
Staci Lynn Morrison, Residential, 2/05  
Nicole Vennett, Residential, 2/05  
Justin Welch-Hoyte, Residential, 2/20

### ONE YEAR

Lina Alikhan, Transitions, 2/03  
Kaleigh Anderson, Residential, 2/22  
Noah Bott, Residential, 2/22  
Nancy Deere, Family Services, 2/07  
Shannon Doesburg, Residential, 2/07  
Delso James, Residential, 2/22  
Jennifer Keller, Residential, 2/22  
Raeann Maybury, Residential, 2/22  
Madisyn Orsell, Clinical, 2/07  
Jason Rodgers, Residential, 2/22  
Brenda Rosario-Sanjurjo, Residential, 2/17  
Keith Storm, Jr., Residential, 2/22  
Nichole Varney, Clinical, 2/22  
Brenda Whitman, Residential, 2/22  
Edna Witzke, Residential, 2/13

## Lexington's Mission

*We empower people with autism  
and developmental disabilities  
to live their best lives, every day,  
by partnering with their families,  
our employees and our community.*



## Maintenance Medications Updates and Change in Prescription Provider

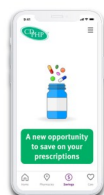
Effective January 1, CDPHP is no longer using CVS/Caremark to manage prescription benefits. If you are enrolled in Lexington's medical plan and are taking a maintenance medication that can be obtained via mail-order, **you must now obtain your maintenance medications through Walmart Home Delivery.** If your maintenance medication is a generic and on CDPHP's **RX For Less** list, you can obtain that medication from a participating Rx for Less pharmacy, often for as little as a penny a pill.

If you attempt to fill a 90-day script at CVS, the claim will reject on your fourth attempt.



**Download the power  
to switch and save**

*View medication prices and find in-network pharmacies*



Use the **CDPHP Connect Rx On The Go** app to transfer your existing prescription to Walmart or a Rx For Less Pharmacy. **Text RX to 237471** to receive a link to download the app, or download the from your app store. Have your CDPHP ID member ID handy to complete your activation.

If you have any questions or need help with your prescription transfer, please contact Courtney Mickels in HR at [mickelc@thearclexington.org](mailto:mickelc@thearclexington.org).

## Need to Update Your Tax Withholdings?

If you wish to make changes to the amount of money withheld from your paycheck for tax purposes, please use this [link](#) to fill out a new form.

Completed forms may be submitted to Natasha Hayes at [hayesn@thearclexington.org](mailto:hayesn@thearclexington.org) or Karlene Rulison at [rulisok@thearclexington.org](mailto:rulisok@thearclexington.org).

## IMPORTANT: Review Your Life Insurance Beneficiary Information

Financial advisors say that **out-of-date beneficiaries** are a common and costly error.



Please take the time to periodically review your 401(k) beneficiary information and make any necessary adjustments. This information can be updated at any time of the year by contacting Corebridge Financial (formerly AIG) directly at <https://arcny.aigrs.com/>

Instructions for accessing your life insurance beneficiary information can be found here: <https://bit.ly/3JvyyHI>

## Check Out These Websites for Potential Savings on Prescriptions

Whether or not you are enrolled in Lexington's medical plan, you may find better prices through companies like **Good Rx** or **SingleCare** (these discount programs are not affiliated with CDPHP but are accepted by many pharmacies). Go to <https://www.goodrx.com/> or [www.singlecare.com](https://www.singlecare.com) for more information.

**It pays to use these websites, we had one employee save almost \$400 per month on a required medication through Good Rx!**

# GoodRx

For assistance with any Human Resources related matter or information, please click here for a complete list of the Human Resources team and their responsibilities: <https://bit.ly/HumanResourcesDept>

This newsletter will be archived at the following link: <https://thearclexington.org/hr-updates>

*Managers, please post and distribute to all employees.*



**The Arc New York and  
New York Disability Advocates  
Want to Hear From You**  
*Participate in Survey and Win Up  
to \$500 in Gift Cards*

The Arc New York is working with Miami University of Ohio to survey as many DSPs and frontline supervisors in New York State as possible over the coming weeks.

- The goal of this study is to identify factors that impact the DSP's and frontline supervisor's quality of life – positively and/or negatively – to better understand what could contribute to a healthier, more rewarding work environment that can improve their financial, social, and overall wellbeing.
- We strongly encourage our DSPs and frontline supervisors to complete this 20 minute survey.
- Results from all chapters are combined and will be presented as one group.
- In addition, Miami University is entering all participants into a drawing to potentially win gift cards worth \$10 to \$500.

Use this link <http://www.nydspssurvey.com/> to complete the survey.

**SUNY Microcredentials for  
NYS DSPs and Front Line Supervisors**  
*Earn College Credit and National  
Certification Through a Grant*



A new partnership between OPWDD (New York State Office for People with Developmental Disabilities) and SUNY has been established supporting the academic and career success of Direct Support Professionals across New York State. Participants will earn national certification from the National Alliance for Direct Support Professionals (NADSP) through NADSP-accredited microcredentials. The three-tiered credential program includes those employees classified as a DSP-1, DSP-II, DSP-III, as well as Front-Line Supervisor.

Successful completion will lead to

- 1) SUNY microcredential(s), college credentials
- 2) One or more national certifications, and
- 3) College credit towards a certificate, associate, or bachelor's degree.

Grant funding for this initiative will cover tuition, books, course materials, NADSP credentialing for students and educational supports. In addition, the program will offer a \$750 incentive to eligible students who successfully complete microcredential and earn a certification.

For more information on applying for this program, <https://www.suny.edu/microcredentials/dsp/>

**DSPs and Managers**

**Your work is essential.  
We want to make sure  
it's rewarding.**

Miami University is conducting a study to identify factors that impact the quality of life of DSPs and frontline managers, to find out what could contribute to a healthier, more rewarding work environment.

Go to  
**[www.NYDSPSurvey.com](http://www.NYDSPSurvey.com)**  
and complete a short survey to enter a lottery for \$10 to \$500 gift cards!

**MIAMI UNIVERSITY**  
NEW YORK DSP STUDY