

New parent resources



A little planning goes a long way when it comes to a new arrival. Use this checklist to help you prepare to welcome your newborn or newly-adopted child.

BEFORE THE BIRTH OR ADOPTION

- Reach out to your supervisor** and let him or her know you plan to be out. You must provide notice at least 30 days prior to the proposed date of leave or expected due date. If the leave is not foreseeable, as soon as possible.
- Reach out to the Corporate Benefits Team** to apply for Parental Leave. Complete and return the Parental Leave Request form to the Corporate Benefits Team. You can request a copy of the form from your local HR Manager or Office Manager.
- Apply for FMLA job protections** and, if applicable, Short-term Disability (STD) by going online to mylincolnportal.com or by calling 1-888-408-7300. First-time users must register using Company code **BEKCO**.
- Enroll** in the Healthy PregnancySM program with UHC, or for Food – KVPC Southeast employees, the Baby Yourself[®] program with BCBS, by the end of the first trimester if you are enrolled in a BEK medical plan. You will receive \$500 once you complete the program. Visit the **Healthy Living > Physical Health** section of bek.family for informational handouts on both programs.
- Reach out to UHC or BCBS** to request a breast pump if you are enrolled in a BEK medical plan. You can find details about the UHC program on the next page.
- GuidanceResources[®]** can assist in finding childcare providers along with other support. Go to guidanceresources.com and use Organizational Web ID **BEK** or call 1-866-517-1267.

AFTER THE BIRTH OR ADOPTION

- Enroll your child in BEK medical coverage** on Dayforce by selecting **Forms > Life Event Declaration**. You will be asked to upload hospital records or a birth certificate to enroll your new family member. You must submit Life Event Declaration within 31 days of birth or adoption.
- Call Lincoln Financial Group** at 1-888-408-7300 to notify or confirm the date your FMLA and STD (if applicable) leave began and provide required documentation.
- Reach out to the Corporate Benefits Team** to confirm the dates of your parental leave. Parental leave must be used within 12 months of the birth or adoption of a child. Submit proof of birth, hospital records that state date of birth and list you as the parent, or birth certificate. For details ask your HR Manager or Office Manager for a copy of the parental leave policy.
- Reach out to your local HR Manager or Office Manager** to confirm leave dates and make arrangements for your return.

OTHER RESOURCES

- healthychildren.org for information regarding the many programs, publications, policies and guidelines from the American Academy of Pediatrics (AAP), along with other child health resources.
- nhtsa.gov/equipment/car-seats for information from the National Highway Traffic Safety Administration. You can also enter your location to find local resources.

FOR ADDITIONAL INFORMATION OR QUESTIONS, CONTACT YOUR HR MANAGER OR OFFICE MANAGER.



Breastfeeding supplies and support for new parents

As part of your health plan benefits, you may be eligible to receive breastfeeding supplies and support — such as a breast pump and lactation support services — from network providers at no additional cost.

How to get a breast pump

1. Check the list of participating breast pump suppliers by calling the toll-free phone number on your health plan ID card. TTY users can dial **711** or sign in at myuhc.com®.
2. Contact one of the participating doctors or approved suppliers to request an electric breast pump up to 30 days before your delivery date.
3. Once your request is approved, a breast pump will be sent to you.
4. The provider or breast pump supplier will bill UnitedHealthcare for reimbursement.

Eligible supplies and services covered by most plans at

\$0

out-of-pocket

continued

**United
Healthcare**

More good-to-know info

- One breast pump is covered per birth, whether it's a single- or multiple-baby birth
- Breast pumps purchased at retail stores are not eligible for reimbursement
- Breast pumps rented or purchased out-of-network may not be covered

Lactation support services at \$0 added cost

Many plans cover lactation support services at no additional cost to you when you see network doctors or providers, including various clinics, health care professionals, OB/GYNs and pediatricians.



You could be eligible to receive a breast pump at no cost to you

Find out at the Optum store: store.optum.com

Learn more

uhc.com/preventivecare

**United
Healthcare**

Certain preventive care items and services, including immunizations, are provided as specified by applicable law, including the Patient Protection and Affordable Care Act (ACA), with no cost-sharing to you. These services may be based on your age and other health factors. Other routine services may be covered under your plan, and some plans may require copayments, coinsurance or deductibles for these benefits. Always review your benefit plan documents to determine your specific coverage details.

The content provided in this document is for informational purposes only and does not constitute medical advice. Decisions about medical care should be made by the doctor and patient. Please discuss with your doctor how the information provided is right for you. Always refer to the plan documents for specific benefit coverage and limitations or call the toll-free member phone number on your health plan ID card.

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