



A [Sub-Adoption Agreement](#) (Sub-AA) allows a salary-paying unit (SPU) affiliated with your conference to offer HealthFlex for its lay employees. By sub-adopting HealthFlex through your conference, the SPU agrees to provide the same default plans and premium credit that you elected in your Exhibit A and Exhibit B. It is up to the conference if it wants to allow an SPU to sub-adopt HealthFlex. By doing so, the conference bears the responsibility of collecting premiums from the SPU and remitting them to Wespath.

### Processing & Responsibilities:

**TIP**—The Sub-AA must be approved by the conference and Wespath. If you have questions regarding the eligibility of an entity to sub-adopt HealthFlex, please reach out to the Health & Wellness Team at [healthteam@wespath.org](mailto:healthteam@wespath.org).

- Send the signed Sub-AA to [healthteam@wespath.org](mailto:healthteam@wespath.org)
- Knowing who you expect to be covered will help us ensure the systems are appropriately updated
  - If possible, please provide a census or list of those who should be covered (including dependents)
  - If the participants and dependents do not exist in Benefits Access Portal (BAP), they must be added prior to the effective date
- Reach out to the Health & Wellness Team for status updates

**TIP**—Wespath will need to confirm that the sub-adopting group is tax-exempt and sufficiently Methodist-affiliated. The sub-adopting organization may need to provide a copy of its Articles of Incorporation, Bylaws, and tax-exempt/501(c)(3) ruling letter.

### Updating Participants:

**TIP**—HealthFlex Plan Sponsors may not have access to view, or update, lay employees of churches and other SPUs in BAP. Submit a [HealthFlex Enrollment/Change form](#) for the individuals who need coverage.

- Participants must be added into BAP and must feed over to Benefitsolver before they can be enrolled in HealthFlex plans
  - Please allow time for the participants/dependents to be added into BAP, as well as one full day for that data to be reflected in Benefitsolver
  - Once eligible participants have fed to Benefitsolver, they can be enrolled into HealthFlex plans

### Timing:

**TIP**—The Sub-AA must be received by Wespath by the 10th of the month prior to the effective date. This allows Wespath time to complete any necessary system setup.

- Once the participants and dependents have been added to the system, coverage can be selected by the participant or by the plan sponsor in Benefitsolver.
  - Enrollment must be completed within 30 days of the effective date
  - Any enrollments, including personal flexible spending account (FSA)/health savings account (HSA) contributions elected after the 5th of the current month will be reflected on the next month's invoice.