

Tobacco Use Certification Required



Tobacco Use: You must certify whether you or your covered dependents use tobacco or not!

During the Enrollment period, 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 USG healthcare plan. Effective January 1, 2015, employees enrolled in the University System of Georgia healthcare plans and their covered dependents age 18+ will be charged a \$75 per tobacco user per month surcharge for using tobacco products.

You must certify yourself and your healthcare plan covered dependents during your enrollment period. You may update your tobacco user status at any time throughout the year and the change will go into effect the first of the following month. *However, there will not be any tobacco surcharge refunds for employees who do not submit a timely certification form to have the surcharge stopped*

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 your Enrollment, you will be asked to certify by logging in to your account through the ADP portal at <https://portal.adp.com>, click on the Benefits Tab and then “My Benefits”.

Please note: Employees at Georgia Institute of Technology, University of Georgia or Georgia Regents University should contact the HR/Benefits office for these institutions to inquire about their procedure for tobacco use certification.

For employees at ADP institutions, to make a 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 following month.

Retirees who do not have access to on-line enrollment may complete the Tobacco Use Certification Form available through their HR/Benefits office and return it to their institution.

Who will pay an additional \$75 surcharge each month?

	Certified as a Tobacco User	Certified as a Non-Tobacco User
Employee	Pays	Doesn't Pay
Spouse	Pays	Doesn't Pay
Covered Adult Dependent (18 Years and Older)	Pays	Doesn't Pay

How much will tobacco users pay?

The monthly tobacco user surcharge is \$75 per tobacco user age 18+. You will pay \$75, \$150, \$225 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:

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- 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 \$75.
 - 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 \$150.
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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 number on the back of your card for more information. Or, information is available on the USG wellness website at <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>. 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 over-the-counter (OTC) and prescription smoking cessation products. It will include nicotine gum, lozenges and patches that are all available as OTC items as well as all prescription products like Chantix and Zyban. This will be covered under the USG healthcare plans at a \$0 co-pay amount for these smoking cessation products. All OTC smoking cessation products must have a prescription written from a physician in order to have the \$0 co-pay. Contact your physician to see if any of these items 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> 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 covered by a USG healthcare plan is responsible for the tobacco use certification. If an employee does not correctly certify their status, the employee is at risk of 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.