Caregiver Welcome Guide

Explore Your Learning, Health, Retirement and Job-Matching Benefits







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Get Connected & Join Online

Welcome to Caregiving

Thank you for caring for others.

You have important work ahead of you as a caregiver. That's why SEIU 775 Benefits Group is committed to supporting your wellbeing through our learning, health, retirement and job-matching benefits.

SEIU 775 Benefits Group administers the benefits you'll learn about in this guide. These benefits exist because of the partnership between caregivers' employers and SEIU 775, the caregivers' union – as well as the commitment from the state of Washington.

This strong collaboration has resulted in best-in-the-nation benefits that include innovative training programs, high-quality and affordable healthcare coverage, our first-of-its-kind retirement program and a jobmatching benefit that helps you find clients where you live.

You deserve benefits that ensure you are healthy, supported and wellequipped to care for others. I encourage you to make the most of the benefits and programs in this guide.

Best wishes on your caregiving journey,

Minin aya

Merissa Clyde Chief Executive Officer SEIU 775 Benefits Group



How to Use Your Welcome Guide



As a caregiver, you have access to many free and low-cost benefits.

This includes career advancement opportunities, affordable healthcare coverage for you and your children, an employer-funded retirement plan, 1 pair of free slip-resistant shoes every year, free self-care tools and much more. Use your Welcome Guide to understand your benefits and make the most of them!



Learning

Training and support to become and remain a certified caregiver, and help you succeed and grow in your new career.



Health

Medical, dental and prescription benefits for you and your children, plus free emotional health and selfcare resources.



Retirement

A retirement plan for caregivers, to give you one more source of income when you retire.



⁹ Job-Matching

Carina is the free online matching service that connects you with clients, back-up care and child care.

Learning Benefits





The Training Program opened doors for me. It helped me get the certifications I need to continue doing what I enjoy doing."



Dora P. | Caregiver, Tacoma

Get training to help you provide high-quality care to your client or loved one.

Your learning benefits begin as soon as you decide to become a caregiver. You will get comprehensive training that will help you give high-quality care.

You will have many opportunities to build your skill set, grow professionally and increase your technical knowledge through Basic Training and Continuing Education.

Getting Started

To take your required training, you will first need to log in to *My Benefits* so you can access the Caregiver Learning Center. Follow the instructions sent to you when you first began caregiving or go to **myseiu.be/mybenefits**. See page 15 to learn more about the Caregiver Learning Center.

Training Reminders

You will get communications by email or text as you go through training. Be sure to check your email and phone for important messages. If you do not have your own email account, you will need to make one. It's a good idea to use the same email address for all caregiver-related accounts, such as your payroll and training accounts.



Learn about your learning benefits: myseiu.be/learning

Learning Resources To Help You Succeed



Member Resource Center (MRC)

Get support and answers to your questions by calling the Member Resource Center (MRC).

You can get help in English, Russian, Spanish, Cantonese, Vietnamese and Korean, with other support available for additional languages.

Call the MRC at 1-866-371-3200 (8 a.m. to 4:30 p.m. Pacific time, Monday to Friday) or email **mrc@myseiubenefits.org**.

Peer Mentors

Get free guidance and tutoring support for Basic Training and the Home Care Aide (HCA) certification process by phone, email or webinar. Peer Mentors are certified caregivers who have years of experience caregiving as well as coaching other caregivers on what to expect in class, the steps to becoming a certified HCA and preparing for the exam. Peer Mentors give support in many languages.

Learn more at myseiu.be/peermentor. Get started with Peer Mentors by emailing peer.mentorship@myseiubenefits.org or calling 855-803-2095.

Language Resources



Classes and course materials are available in many languages. You can also arrange to bring an interpreter who is a friend or family member (18 years or older) to your English in-person courses, or request a free interpreter by calling the MRC.

Accommodation Process

Learners with disabilities can request reasonable accommodation by downloading and completing the form at **myseiu.be/accommodation**.

Your Employer

Your employer can confirm your Provider Type, training requirements, training deadline and provide more information on certification (if applicable). Your Path to a Successful Career in Home Care

Your Learning and Certification Checklist

Understand the steps to becoming and remaining a certified caregiver (called a "Standard Home Care Aide" or "HCA") using the steps below and the information on the following pages.

If you are a caregiver who does not need to become certified (such as an Adult Child Provider or Family Provider), you can learn about your next steps and learning requirements by looking at the chart on pages 12 and 13.



Orientation & Safety Training Who: Everyone

Taking Orientation & Safety training is required for everyone before they begin working.



Home Care Aide (HCA) Application

Who: HCAs

If you are becoming a certified HCA, you need to turn in your HCA application right away.



Basic Training

Who: Everyone

You need to complete your Basic Training requirement by your deadline. Your training deadline is 120 days from your hire date. You will get an email or text with information about enrolling in Basic Training and fulfilling your training requirement.



HCA Exam and Certification Who: HCAs

After completing Basic Training, you need to take your certification exam if you are becoming a certified HCA.



Continuing Education

Who: HCAs , Adult Child Providers

After becoming a certified HCA or Adult Child Provider, you need to complete 12 hours of Continuing Education each year. Your birthday is your deadline.

Learning Requirements

	Find your Provider Type to see what training is required. Contact your employer for questions about your Provider Type and training deadline.	& Safety Complete prior to providing care
	Standard Home Care Aide (HCA) Caregivers who take care of clients, part- or full-time.	✓
	Adult Child Provider* Caregivers who take care of a parent or step-parent.	✓
	Limited Service Provider Caregivers who work fewer than 20 hours a month.	✓
	Family Provider Caregivers caring only for a child, sibling, aunt, uncle, niece, nephew, cousin, grandchild or grandparent, including relations by marriage or domestic partnership. Includes caregivers formerly called Parent Individual Providers (Non-DDA).	✓
	Parent Individual Provider (DDA) Parents who take care of their child with a developmental disability.	✓
	Respite Provider Caregivers who take care of another caregiver's clients or family members for a short period of time (less than 300 hours per year).	✓

Orientation

If you have have a Nursing Assistant-Certified credential (NAC), the chart below applies.**

Providers with a NAC or Special Education Endorsement (OSPI)	×
Providers with an initial NAC or Special Education Endorsements (OSPI)	×

* Also includes spouses or domestic partners who service a spouse/partner through the Veterans Affairs homecare program.

** If you are currently certified as an LPN or RN, CE is not required for your role as an Individual Provider or Agency Provider.

If you work for more than one employer and/or have multiple roles or multiple clients, you may have different training standards than indicated by the chart below. A provider may fall into more than one category. If so, they must meet the higher requirements for training and certification.

HCA Certification Application Complete 14 days from the date you are hired	Basic Training Complete by your training deadline	HCA Exam and Certification Complete by your exam date deadline	Continuing Education (CE) 12 hours required annually	
 	70 hours	✓	~	
×	30 hours	×	~	
×	30 hours	×	×	
×	30 hours	×	×	
×	7 hours	×	×	
×	9 hours	×	×	
(does not include LPNs, RNs, or ARNPs)				
×	×	×	\checkmark	
×	×	×	~	

You must maintain your LPN or RN credential and be in good standing with the state of Washington. Providers working in long-term care with a higher credential must maintain their credential or receive HCA certification before their credential expires to remain in compliance.

Tips for Success

Feel prepared and confident as you begin your career as a caregiver.

Whether you are meeting your client for the first time or beginning to provide care for someone you already know, these tips can help.

✓ Know your deadlines.

Contact your employer to:

- Find out about your training requirement and deadline.
 - If you are working as an HCA, they will also be able to give you your HCA certification deadline.
 - Submit your Department of Health (DOH) application ("HCA Application") by the due date (typically 14 days after being hired).

Prepare for your first day caregiving.

Have your client's care plan so that you can review it together and make sure you both understand your role.

✓ Call a Peer Mentor.

Peer Mentors are certified HCAs who can help increase your confidence in the skills you learned in class. If you need free tutoring or support before or after your HCA exam, Peer Mentors can help. See **myseiu.be/peermentor** for more information.

Log into My Benefits and go to the Caregiver Learning Center to enroll in your training.

Enroll in Basic Training early to make sure you complete your training by your deadline.

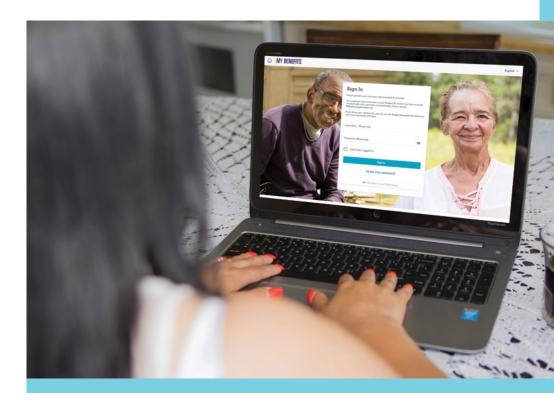
✓ Understand your training requirements after you complete Basic Training.

Standard HCAs and Adult Child providers need to complete 12 hours of Continuing Education (CE) every year. Your employer can confirm your CE deadline.

Access other learning opportunities to advance your career in caregiving.

After you complete Basic Training, you will have access to additional career advancement opportunities. You will be emailed about different trainings if you qualify for them. Some programs, like Advanced Training, can help grow your skill set and increase your hourly wage.

Caregiver Learning Center



Use the Caregiver Learning Center in *My Benefits* for your learning needs.

- See your current training requirement.
- Quickly enroll in your training.
- Find links to your learning, health, retirement and job-matching benefits.

Learn more: myseiu.be/mybenefits

Orientation & Safety Training

Who: Everyone

Complete your Orientation & Safety Training (O&S) before you begin providing care.

O&S gives you basic safety skills before you start caring for your client. Once O&S is completed, you can begin work.

Skills you will learn in this course:

- Emergency readiness.
- How to stop the spread of infectious diseases.
- Accident prevention.

Learn more: myseiu.be/take-os

HCA Certification Application

Who: HCAs

Complete your application online or by mail within 14 days of your hire date.

Your HCA application (sometimes called a "DOH Application") is critical to becoming a certified HCA. Without it, you will not receive a testing date for your certification exam (administered by Prometric) and you may experience delays and barriers to working as a caregiver.

Learn more: myseiu.be/getcertified

Basic Training

Who: Everyone

Your training deadline is 120 days from your hire date.

To enroll in Basic Training, go to the Caregiver Learning Center in *My Benefits* to enroll in your training as soon as possible. Your employer can confirm your official deadline.

Prepare for Basic Training classes.

Follow these tips to prepare for your training:

- 1. Talk with your employer as soon as possible if you need other coverage for your client.
- 2. Review the Academic Code of Conduct and Classroom Expectations: myseiu.be/classroom.
- 3. Contact the MRC if you need accommodations for a disability or language interpretation.

Prepare for your first scheduled class.

- In-person:
 - Bring your government-issued ID on your first day.
 - You can find the location of your class in the Caregiver Learning Center.
- Online:
 - Have your *My Benefits* login information available (BG Person ID and password).
 - You can find the link to your webinar in the Caregiver Learning Center.
- Do not bring your client.
- Do not bring your family members or friends unless they are your interpreter (see page 9).

Complete your Basic Training.

- Classes should be completed in the order they are scheduled; start at the first course and go in order until the end. Make-up days are available if you miss a class.
- Remember, Peer Mentors can help with free Basic Training 70 tutoring (see page 9).



HCA Exam & Certification

Who: HCAs

Prepare for Your Certification Exam

For tips on preparing for your certification exam, contact Peer Mentors. They offer free webinars, skills demonstrations, phone support sessions and more. See **myseiu.be/peermentor** for more information.

Before the Exam

Prometric administers the Certification Exam. You will need to check your email and follow all the instructions given to you. For questions about the exam, call Prometric at **1-800-324-4689**.

Day of Exam

Bring your "Admission to Test" (ATT) letter and 2 valid forms of identification.

Arrive at least 30 minutes before your scheduled exam. If you arrive late, you will not be allowed to take the exam and will need to pay the exam fee for the rescheduled date.

Continuing Education

Who: HCAs & Adult Child Providers

Grow your caregiving skills.

Continuing Education (CE) courses are an opportunity for you to refresh important skills or learn new skills that are specific to the needs of your client. CEs are available in multiple languages and you get paid for the CEs you complete!

You will need to complete 12 hours of CE every year*. CE courses can be completed at instructor-led in-person classes, live webinars or online at your own speed. Complete your annual CE requirement each year by your training deadline, which is usually your birthday.

*See the chart on pages 12-13 for CE requirements by caregiver type.

Choose from a wide variety of courses.

Explore topics relevant to clients' needs, strengthen your caregiving skills or address your own needs and health.

Examples of courses include:

- Tools for Calm: Mindfulness for Caregivers
- Supporting a Client with Rheumatoid Arthritis
- Traumatic Brain Injuries
- Mold and Other Types of Fungi

Learn more: myseiu.be/ce



Health Benefits





The health insurance benefit has helped me a lot. It helps me be able to visit my doctor regularly."

Evelyn K. Caregiver, Des Moines



Taking care of your own health and wellbeing is just as important as caring for others.

Stay healthy by enrolling in high-quality health coverage and making the most of your other free and low-cost benefits.

Health and Dental Coverage Designed for Caregivers

You can get high-quality healthcare coverage for yourself and your children through SEIU 775 Benefits Group. This includes medical and dental coverage, as well as prescription benefits. With your new health coverage, you will be able to see a doctor for free, access urgent and emergency care and find specialists who can help with your specific needs or conditions.

More Wellness and Safety Benefits

Whether or not you have healthcare coverage through SEIU 775 Benefits Group, you can get free benefits like:

- Emotional health and self-care services.
- Tools for Calm, an online mindfulness course.
- Access to helpful resources through Resource Finder.
- Stylish slip-resistant shoes, called Caregiver Kicks.



Learn about your health benefits: myseiu.be/health

High-Quality Healthcare and Dental Coverage

Healthcare coverage offers many ways to get care and support for your health and wellbeing—with access to free doctor visits, emotional health benefits and other resources to enhance your life and keep a healthy lifestyle.



Learn about coverage for you and your children: myseiu.be/get-covered

Questions? Speak to a Health Benefits Specialist at 1-877-606-6705.

Coverage For You

Your healthcare coverage will be provided by Kaiser Permanente or Aetna, depending on your home zip code. You can choose between Delta Dental of Washington and Willamette Dental Group for dental coverage.

Coverage includes the following benefits:

- Free Primary Doctor Visits
- Hearing
- Infertility
- Medical
- Dental
- Orthodontia
- Emotional Health
- Vision
- Gender-Affirming
 Care
- Prescription Drug
- Alternative Care
- Chiropractic Care

Coverage for Kids

If you work 120 hours or more a month, you can choose from 2 options to add your kids (through their 26th birthday) to your coverage.

- Full medical and dental coverage for all your kids is just \$100 a month.
- **Dental-only coverage** for all your kids is just \$10 a month.

The monthly payment for Coverage for Kids is in addition to the \$25 a month for your coverage and is the same, no matter how many kids you have.

	Coverage for You	Coverage for Kids
Monthly Payment (Co-Premium)	Medical and Dental \$25 per month	+ Kid(s) Medical and Dental \$100 per month + Kid(s) Dental Only \$10 per month
How to Become Eligible	Work 80 or more hours a month, 2 months in a row.	Work 120 or more hours a month, 2 months in a row.
When You Can Apply for Coverage• When you first become eligible. • If you have a Qualifying Life Event. • During Open Enrollment, July 1-20 every year.		every year.
How to Apply	Apply for coverage online at myseiu.be/apply-online .	Apply for coverage and submit your Dependent Verification online at myseiu.be/children .
How to Keep Coverage	Continue working 80 hours or more every month to keep your coverage.	Continue working 120 hours or more every month to keep Coverage for Kids*

*As long as you work at least 80 hours per month, your personal coverage will continue.

More Benefits to Improve Your Quality of Life

Free Health and Wellness Benefits

These free benefits give support for you or your family, including help with dayto-day life stresses as well as challenges such as anxiety or depression. You can get the benefits below even if you do not have healthcare coverage through SEIU 775 Benefits Group (eligibility rules apply).

Emotional Health Coaching

Use a free smartphone app to get advice and guidance anytime, anywhere from an expert coach. Learn more at **myseiu.be/coaching**.

Tools for Calm: Mindfulness for Caregivers

Get practical tools for relieving stress and anxiety through a 6-week series of online Continuing Education courses. Learn more at **myseiu.be/tools**.

Resource Finder

If you or your family members need support, try Resource Finder to get connected with services such as childcare, legal help, family matters and more. Learn more at **myseiu.be/resource**.



Caregivers enrolled in coverage provided by SEIU 775 Benefits Group can get up \$1,200 worth of hearing hardware with no co-pay and 1 free hearing exam a year. Learn more at **myseiu.be/epic-hearing**.



Get a free pair of slip-resistant shoes every year! They keep you safer on the job, look great and are available in over 70 styles from popular brands like Reebok and Skechers.

Learn more: myseiu.be/ck



Retirement Benefits





I got notice about my retirement benefits, and I felt so excited. I feel secure about my future."



Amy L. | Caregiver, Seattle

Get more money for when you retire.

The SEIU 775 Secure Retirement Plan (SRP) is the first of its kind in the nation for caregivers. It's available to those whose employer contributes to the retirement fund. Talk to your employer or go to **myseiu.be/retirement-plan** to see if they contribute.

How the Secure Retirement Plan Works

- You do not need to sign up. You are enrolled automatically after working for 6 months with a contributing employer. Around month 8, you will get a Welcome Letter and email with instructions on how to access your account.
- Your employer contributes for every eligible hour you work. Contributions to the SRP are made by your employer and are not deducted from your paycheck.
- At age 65, you can start getting distributions from your retirement, even if you are still working.

Once you get your Welcome Letter, make sure you create a login on Retirement: *My Plan*, hosted by Milliman, where you can:

- See your balance and watch your money grow.
- Name a beneficiary.
- Access important plan documents and account statements.



Learn about your retirement benefit: myseiu.be/retirement-plan

Resources to Help You Plan For Retirement

Learn about Individual Retirement Accounts (IRAs) and Social Security and get access to tools that can help you plan and increase your financial knowledge.

Visit **myseiu.be/planning** to get financial education resources, available in 8 languages plus English.

More About Your Retirement Plan

The Secure Retirement Plan (SRP) was created to provide another source of income when you retire, adding to your other retirement income sources like an Individual Retirement Account (IRA) or Social Security.

How your money grows.

Participants get monthly contributions to their account from their employer based on the number of hours they work. Investment professionals manage that money to grow over time and add to your retirement savings.

How you get your retirement funds.

In most cases your money becomes available in monthly payments for retirement when you turn 65 years old. If you are 65 or older, you don't have to stop working as a caregiver to get monthly payments.

Have questions?

Not a participant in the plan yet? Learn what to expect from your retirement plan by going to **myseiu.be/retirement-plan**.

Did you get your Welcome Letter? Call a Milliman Secure Retirement Representative at **1-800-726-8303** from 5 a.m. to 5 p.m. Pacific time, Monday through Friday. Help is available in your language.

How to create a login for your Retirement: My Plan Account

You can create a login to your account after you become a participant and get your Welcome Letter, which will include helpful instructions on how to log in for the first time and see your account balance.



Already a participant? Visit Retirement: *My Plan* to see your account or create a login: myseiu.be/retirementmyplan



Job-Matching Benefit







Carina is very easy. As soon as I input all my information, it gives me a list of all these people and I can see exactly what their needs are."

Sonja T. | Caregiver, Renton

Find jobs and backup care with Carina.

Find steady work and income with Carina, a trusted, safe and easy-to-use job-matching service. Carina connects caregivers with families and individuals seeking care at no cost.

Carina is:

- A 100% free benefit for Individual Providers (IPs).
- Easy to use on your phone or computer.
- Designed to help you find jobs and care nearby.
- Available in English and Spanish.

Find Backup and Respite Care

In addition to matching caregivers with new clients, caregivers can use Carina to find backup or respite care for their client.

Get Child Care

Carina also connects families seeking child care with experienced child care providers providing early education in their homes. Find child care: **carina.org/childcare**.



Register for Carina today: myseiu.be/job-matching

Our SEIU 775 Union Difference

Before SEIU 775 | When caregivers founded SEIU 775, we made just over \$7 per hour with no benefits.

2023-2025 Contract Highlights

- More than \$25 an hour for experienced caregivers with advanced training
- Starting wages of more than \$21 an hour by the end of our contract
- Raises every six months and additional raises as you gain experience
- Credit for prior experience
- NEW! healthcare for caregivers' kids
- Comprehensive caregiver healthcare for \$25 a month
- **Retirement benefit,** with a significant increase for experienced caregivers

JOIN OUR CAREGIVER UNION



- Paid Time Off (PTO) increases and increase to PTO accrual limit
- Paid holidays and administrative time
- Paid mileage increase
- Anti-harassment, Abuse, and Discrimination protections and pay (HADit)
- Personal Protective Equipment (PPE)
- Slip-resistant shoes for caregivers aka Caregiver Kicks!
- Carina.org the caregiver job-matching app
- Holding CDWA accountable
- Union representation

AT JOIN775.ORG TODAY.

MEMBERSHIP PLUS PROGRAM

The SEIU 775 Membership Plus program is designed to help caregivers' paychecks go further.

Open to SEIU 775 card-signing members in good standing, Membership Plus gives access to money-saving discounts on insurance, shopping, and more – things you already spend on. **Sign your membership form at join775.org to become eligible.**

If you are already a card-signing member in good standing, you can access these benefits at seiu775.org/membership-plus. (First time visiting our Membership Plus webpage? Click "Sign Up" under "Need to create an account?" to create an account login.)

"Thanks to our Union, SEIU 775, and Membership Plus, I can save a little more for retirement through several cost-saving benefits. And I've talked with caregivers who were able to get a college education at a discounted price or who used the financial benefits to build their credit. I am working hard now, and to know that maybe there will be a day when I don't have to work anymore and there will be something to fall back on is a real relief."



- Miranda B., Moses Lake



Bright Now! Dental

Bright Now! Dental provides card-signing members and your families with dental benefits at significantly reduced out-of-pocket costs. This is available whether or not you have dental insurance.

SEIU College Loans

With Undergraduate, Graduate, and Parent Loan programs, SEIU's member benefits help when federal loans, scholarships, and grants don't add up to the full cost of college. SEIU members are eligible for a special interest rate discount.

Family Vacations

Take time off for you and your family with discounts at Busch Gardens, Disneyland, Disney World, LEGOLAND, Great Wolf Lodge, Six Flags, and Universal Studios.

SEIU Auto Buying Program

This program is a great way to buy or lease your next new or used vehicle.

Home and Shopping Deals

Deals and discounts with Costco, Office Depot, 1-800-Flowers, HelloFresh and more.

SEIU Visa and Personal Loan

Select from three different SEIU VISA card choices. Additionally, you can apply for a SEIU Personal Loan up to \$20,000.

Technology Discounts

Take advantage of member deals with AT&T, Dell, DirectTV, HP, Lenovo, Panasonic Direct, and Xfinity.



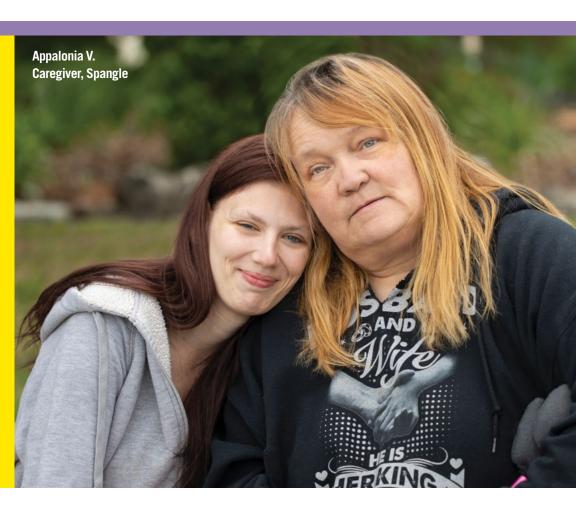
Contacts & Resources

LEARNING		
Member Resource Center (MRC) Certification, course enrollment, language/ interpretation support and more	1-866-371-3200 (8 a.m. to 4:30 p.m., Monday– Friday) mrc@myseiubenefits.org	
Peer Mentors Free Basic Training tutoring and skills support	855-803-2095 (8:30 a.m. to 5 p.m., Monday–Friday) peer.mentorship@myseiubenefits.org	
Consumer Direct Care Network Washington (CDWA) Employer of Individual Providers (IPs)	866-214-9899 consumerdirectwa.com InfoCDWA@consumerdirectcare.com	
HEALTH		
MagnaCare, Customer Service for Health Coverage Eligibility and application support, language assistance	1-877-606-6705 (8 a.m. to 6 p.m., Monday-Friday) SEIU775BG-caregiver@magnacare.com	
Kaiser Permanente of Washington (KPWA)	1-888-901-4636 kp.org/wa	
Kaiser Permanente Northwest (KPNW)	1-800-813-2000 kp.org	
Aetna	1-800-872-3862 aetna.com	
Delta Dental	1-800-554-1907 deltadentalwa.com	
Willamette Dental	1-855-433-6825 willamettedental.com	
Caregiver Kicks	1-877-606-6705 (8 a.m. to 6 p.m., Monday-Friday) myseiu.be/ck	
RETIREMENT		
Milliman, Secure Retirement Plan Administrator Eligibility, plan information	1-800-726-8303 (8 a.m. to 6 p.m., Monday–Friday)	
OTHER CONTACTS		
Washington State Department of Social and Health Services (DSHS) Client information, case manager support	1-800-422-3263 dshs.wa.gov	
Washington State Department of Health Home Care Aide certification support	1-360-236-2700 doh.wa.gov	
Prometric Home care exam scheduling and support	1-800-324-4689	

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