



## Fast Facts for Employers

### City Option Information for Employees

After an employer submits an employee roster and payment to the City Option, employees on the roster will receive a letter within 2-4 weeks\*, either inviting them to apply for *Healthy San Francisco*, or instructing them how to access their Medical Reimbursement Account.

**IF AN EMPLOYEE IS ASSIGNED TO HEALTHY SAN FRANCISCO**, the letter s/he receives will be an invitation to complete the application process in person by making an appointment at the *Healthy San Francisco* Employee Enrollment Center. Employees will need to provide documentation at the appointment that will include personal identification, proof of San Francisco residency, and household income verification.

Employees will need to pay a medical service fee which varies by clinic and a *Healthy San Francisco* quarterly participant fee. If you choose the City Option, your employees may receive a 75% discount off their participant fee. Participation fees are calculated as follows:

If an employee is at this percentage of the Federal Poverty Level	0-100%	101-200%	201-300%	301-400%	401-500%	501% +
The Q participant fee with the 75% discount is	\$0	\$0	\$0	\$75	\$113	\$169

After an employee successfully completes the *Healthy San Francisco* enrollment process, s/he will receive an ID card and other program materials in the mail and can start accessing services.

**IF AN EMPLOYEE IS ASSIGNED A MEDICAL REIMBURSEMENT ACCOUNT**, the employee will receive a letter with information and next steps on how to access the money in their account. To begin using the Medical Reimbursement Account, the employee will follow simple reimbursement procedures as outlined in the program materials they will receive in the mail. A \$4 monthly service fee will be applied to all Medical Reimbursement Accounts.

For more information, please visit [www.healthysanfrancisco.org](http://www.healthysanfrancisco.org)

\* Employees should be instructed to take no action until the appropriate mail notification is received. To assist employers inform their employees, a notification of the City Option deposit that explains the City Option, and next steps for employees can be found in the Download Materials link in the Employer section of the program website.