

E A S T O R A N G E S C H O O L D I S T R I C T  
**DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES**

199 4<sup>th</sup> Avenue  
East Orange, New Jersey 07017

Phone (973) 266-5777

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[www.eastorange.k12.nj.us](http://www.eastorange.k12.nj.us)

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Dr. Kevin R. West

**Director**

Marissa C. McKenzie  
[marissa.mckenzie@eastorange.k12.nj.us](mailto:marissa.mckenzie@eastorange.k12.nj.us)

**BENEFITS DEPARTMENT  
NEW TEACHER ORIENTATION**

**Contacts:**

Debbie Hoges, Benefits Coordinator (862) 233-7300 ext. 28361, [debbie.hoges@eastorange.k12.nj.us](mailto:debbie.hoges@eastorange.k12.nj.us)  
Lizbeth Lorenzo, Asst. Secretary (862) 233-7300 ext. 28374, [lizbeth.lorenzo@eastorange.k12.nj.us](mailto:lizbeth.lorenzo@eastorange.k12.nj.us)

• **Medical/Health Benefits**

Horizon Blue Cross/Blue Shield,  
- NJ Direct Access (PPO) or NJ Direct Access (POS)

• **Prescription Plan**

1. BeneCard Member Services – (877) 723-6005 – [www.benecardpbf.com](http://www.benecardpbf.com)

**Eligibility (Health)**

1. Dependents have Health coverage until the end of the year of their 26<sup>th</sup> birthday.
2. New Law- Dependents up until age 31 will be permitted to elect continued coverage at a cost to the dependent
3. Civil Union Law / Domestic Partner

• **Delta Dental Plans**

1. Dental Plan (Premier) – Teachers Group #07186-00001  
(800) 452-9310 [www.deltadentalnj.com](http://www.deltadentalnj.com)

**Eligibility (Dental)**

1. Dependent coverage begins at age 2 and terminates at age 19, unless proof of enrollment in school then coverage continues until age 23.

Coverage effective dates: 1<sup>st</sup> of the month after 30 days of start date

**Coverage Changes:**

1. Life Events (Marriage, Childbirth, Divorce etc.)
  - Must provide copies of Marriage Certificate within 60 days of the date of marriage
  - Dependent's SSN and a copy of the Birth Certificate required
  - Affidavit of Dependency and/or Legal Court Documents required
2. Annual Open Enrollment- During October/November - Benefit changes are effective as of January 1<sup>st</sup>

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- **Pension**

1. Teachers' Pension and Annuity Fund (TPAF)
  - Automated Information System (609) 777-1777
  - Benefits Information Library (609) 777-1931

**\*Both numbers are available 24 hours a day/ 7 days per week\***

- Telephone Counseling Services (609) 292-7524, or email [pensions.nj@treas.state.nj.us](mailto:pensions.nj@treas.state.nj.us)

2. Contributory Life Insurance – Mandatory for 1<sup>st</sup> year of employment after that you can opt out
3. Member Benefits Online System (MBOS), [www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions)

- Supplemental Insurance- **\*\*The District does not pay into State Disability - YOU DO NOT HAVE STATE DISABILITY\*\***

Additional Coverage can be obtained through these Agencies (Payroll Voluntary Deductions)

1. AFLAC – Gloria Tortorello (973) 342-2606 [gloria\\_tortorello@us.aflac.com](mailto:gloria_tortorello@us.aflac.com)
2. COLONIAL LIFE- Wendy Wesolowski (901) 921-1876 [Wendy.Wesolowski@ColonialLife.com](mailto:Wendy.Wesolowski@ColonialLife.com)
3. NJEA (Prudential)- Megan Ray (732) 918-2000 x-24 [mary@educators-insurance.com](mailto:mary@educators-insurance.com)

- **Workers' Compensation**

ALL workplace injuries **MUST** be reported to the School Nurse for documenting of incident. The incident reports are then followed up with LRES (Debbie Hoges) as to the need of medical assistance. All workplace injuries must be reported within 48 hours of incident.

- **Retirement Investment 403(b) Plan**

The 403(b) program is designed to offer a broad range of quality mutual funds and annuities that provide an opportunity to build a diversified retirement plan portfolio.

Customer Service Support:  
(800) 849-4001 8am-5pm EST  
[403bservice@penserv.com](mailto:403bservice@penserv.com)