



## BENEFITS RESOURCE LIST

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<b>General Benefits Information</b>	<b>Benefits Help Line</b>	<b>703.777.0517 / 571.258.3212 (fax)</b> <a href="mailto:benefits@loudoun.gov">benefits@loudoun.gov</a>
<b>Benefits Enrollment</b>	<b>myLoudoun Self-Service</b>	<a href="http://www.loudoun.gov/employees">www.loudoun.gov/employees</a> (or employee Intranet)
<b>Eligibility Documents</b>	<b>Email</b>	<a href="mailto:eligibility@loudoun.gov">eligibility@loudoun.gov</a>
<b>Forms &amp; Information</b>	<b>Loudoun County Intranet</b>	<b>Intranet &gt; Portals &gt; Pay &amp; Benefits</b>
<b>Risk &amp; Leave Management</b>	<b>Loudoun County Intranet</b>	<b>Intranet &gt; Portals &gt; Safety &amp; Emergency</b> <a href="mailto:risk@loudoun.gov">risk@loudoun.gov</a>

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### **GROUP PLAN HEALTH**

#### **Staff Contacts:**

*Phoebe Barreto* 703.777.0598  
*Marcela Perez* 703.737.8957

24 Hour Nurse & Health Information Line

CIGNA Healthcare 800.564.8982

COBRA

Flexible Benefit Administrators 800.437.3539  
[cobradivision@flex-admin.com](mailto:cobradivision@flex-admin.com)

Dental Benefits

Delta Dental of Virginia 800.237.6060  
[www.deltadentalva.com](http://www.deltadentalva.com)

Flexible Spending Accounts

Flexible Benefit Administrators 800.437.3539  
[www.flex-admin.com](http://www.flex-admin.com)

Medical Benefits

CIGNA Healthcare 800.244.6224

Health Savings Account (HSA)

[www.mycigna.com](http://www.mycigna.com)

**CIGNA Care Advocate:** [LCG.Inquiries@cigna.com](mailto:LCG.Inquiries@cigna.com)

Prescription Drugs

Express Scripts 800.887.6197  
[www.express-scripts.com](http://www.express-scripts.com)

Vision Benefits

Davis Vision 888.235.3107  
[www.davisvision.com](http://www.davisvision.com)

## **LEAVE & WORKERS' COMPENSATION**

Leave Policies  
Leave Donation

**Staff Contacts:** Veronica Peden 703.777.0640  
Rebekah Bofinger 571.258.3053

Family Medical Leave

FMLASource 877.GO2.FMLA  
[www.Fmlasource.com](http://www.Fmlasource.com)

Short- & Long-Term Disability  
Workplace Possibilities

Standard Insurance 800.378.2395  
**WPP Consultant:** Katie Hulsey 703.517.5728  
[Katie.Hulsey@standard.com](mailto:Katie.Hulsey@standard.com)

Workers' Compensation & Injury Leave

**Staff Contacts:** Katy Sandin 703.771.5676  
Rebekah Bofinger 571.258.3053

Workers' Compensation – CorVel

Loudoun County Internet  
Email Documents [Workers' Compensation Accident Reporting Packet](#)  
[GM-RIVA-EC\\_Claims@Corvel.com](mailto:GM-RIVA-EC_Claims@Corvel.com)

## **RETIREMENT & GROUP LIFE INSURANCE**

Deferred Compensation  
Payroll Roth IRA  
Retiree Health Savings Program (RHSP)

**Staff Contact:** Robin York 703.771.5785  
MissionSquare Retirement 800.669.7400  
<https://www.missionsq.org/>

Mission Square– Retirement Specialist

Habib Mbye 202.962.8232  
[hmbye@missionsq.org](mailto:hmbye@missionsq.org)

VRS Pension & Group Life Insurance

Virginia Retirement System 888.827.3847  
[www.varetire.org](http://www.varetire.org)

## **OTHER BENEFITS**

Credit Union Discount Programs	Loudoun Credit Union Employee Advisory Committee	703.777.4744 Intranet > Portals > EAC
Employee Assistance Program (EAP)	Work/Life Resources Skill Builders e-learning	800.327.7272 <a href="http://www.lytleep.com">www.lytleep.com</a>
Long Term Care Insurance	Genworth Life Insurance	866.859.6060 <a href="http://www.genworth.com/cov">www.genworth.com/cov</a>
Tuition Assistance Program (TAP)	Loudoun County Benefits	<a href="mailto:tap@loudoun.gov">tap@loudoun.gov</a>
VA Prepaid Education Program (VPEP)	Commonwealth of VA	888.567.0540 <a href="http://www.Virginia529.com">www.Virginia529.com</a>

## **FITNESS CLUB INFORMATION**

Fitness Club Discount Memberships	GlobalFit	<a href="http://www.globalfit.com">www.globalfit.com</a>
CIGNA Healthy Rewards	American Specialty Health Network	<a href="http://www.mycigna.com">www.mycigna.com</a>
Ida Lee Park	Town of Leesburg	703.777.1368
LCG Recreation Center Pass	LCG PRCS Department	Intranet > Portals > Benefits > Additional Benefits

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### **Benefits and Risk Team**

Alysia Pippen, HR Manager, Benefits	703-777-0194
Marcela Perez, Benefits Specialist, Retirees & FSA	703-737-8957
Phoebe Barreto, Benefits Specialist, Health Plan, Wellness, TAP	703-777-0598
Christina Perkins, HR Benefits Analyst	703-737-8197
Robin York, Sr. Retirement Analyst	703-771-5785
Kisha Cross, Benefits Specialist / Oracle	703-771-5386
Rebekah Bofinger, HR Manager, Risk & Leave Management	571-258-3053
Veronica Peden, Benefits Specialist, TAP, FMLA & Disability	703-777-0640
Katy Sandin, Risk Specialist	703-771-5676
Robert Krouse, Asst. HR Director, Employee Benefits & Risk	703-777-0299