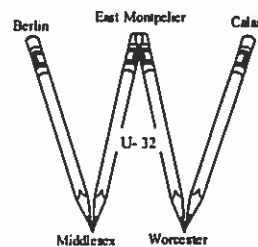


**Washington Central Supervisory Union**

1130 Gallison Hill Road  
Montpelier, VT 05602  
Phone (802) 229-0553  
Fax (802) 229-2761

William Kimball  
Superintendent



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*WCSU exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

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Dear New Employee:

The Fair Labor Standards Act (FLSA) requires applicable employers to provide employees with a written notice of their health insurance coverage options by October 1, 2013. For new employees hired after October 1, employers must provide this notice within 14 days. Employers must provide a notice of coverage options to each employee, regardless of plan enrollment status (if applicable) or of part-time or full-time status.

Please sign and date below to indicate you have received this information. If you did not receive it, please contact Carla Messier, WCSU Human Resources, at 229-0553, ext. 302 or [cmessier@u32.org](mailto:cmessier@u32.org).

Thank you.

**I acknowledge that I have received from Washington Central Supervisory Union information on the “New Health Insurance Marketplace Coverage Options and Your Health Coverage” and “Part B: Information About Health Coverage Offered by Your Employer” as required by law.**

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**Employee Name (please print)**

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**Employee Signature**

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**Date**