



## INTRODUCING ML BENEHELP

**Recognizing our employee benefits clients often need an extra pair of hands**—either because a team member is on leave or there is a shortage of benefits staff, the company is undertaking a labor-intensive project (like integrating benefit plans following an acquisition, rolling out a new plan, implementing a reduction-in-force or voluntary severance program, or revising plan documents to comply with updated laws or to reflect plan design changes) or facing a challenging time period (such as open enrollment or a governmental agency audit), or for any other reason—**we are pleased to announce the launch of our ML BeneHelp program.**

Through ML BeneHelp, our senior benefits advisors are available for in-person or virtual temporary assignment to assist during crunch times (we expect these assignments would last no more than six months). These professional advisors, many of whom have more than 20 years of experience and have varied backgrounds that include working for corporate human resources/benefits departments, consulting firms, and other law firms (and some are non-practicing lawyers), bring unique and substantial technical knowledge and practical experience to our benefits practice and clients.

### PRIMARY CONTACTS

If you would like more information about the ML BeneHelp program, please contact:

#### Craig Bitman

Practice Leader  
+1.212.309.7190  
craig.bitman  
@morganlewis.com

#### Amy Pocino Kelly

Deputy Practice Leader  
+1.215.963.5042  
amy.kelly  
@morganlewis.com

#### Jonathan Zimmerman

Business Development Partner  
+1.202.739.5212  
jonathan.zimmerman  
@morganlewis.com

## ML BENEHELP PROJECTS

Projects that ML BeneHelp is ready and able to assist with include:

- Drafting, reviewing, and amending plan documents, summary plan descriptions, and summaries of material modifications
- Drafting and reviewing participant communications and notices, including open enrollment materials
- Drafting, reviewing, and processing qualified domestic relations orders (QDROs) and qualified medical child support orders (QMSCO)
- Conducting internal plan audits (document, operational, and dependent), and assisting with governmental agency audits
- Assisting with and reviewing Form 5500 filings
- Acting as the point person between the client and outside vendors, including assisting with outside vendor RFPs
- Assisting with corrections filings under the Internal Revenue Service Employee Plan Compliance Resolution System (EPCRS) and the US Department of Labor Voluntary Compliance Program (VCP), as well as determination letter submissions
- Assisting with day-to-day administration issues, including benefits claims and appeals matters, enrollment questions, COBRA (and other continuation coverage) questions, tax withholding questions, and other matters
- Assisting with reductions-in-force or voluntary severance programs to ensure that the programs and related documentation comply with ERISA, COBRA, tax rules, and plan documents

Our senior benefits advisors regularly perform these services and others for retirement and health and welfare plans and are available to be dedicated to your projects—whether from your physical location or remotely from their Morgan Lewis offices (or a combination thereof).

## FEE ARRANGEMENT

ML BeneHelp services can be priced in a variety of ways, including on a fixed fee basis, which account for the scope of work and whether the senior benefits advisors are working at the client location or remotely from their Morgan Lewis offices (or some combination thereof).

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

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