

# The CARELINK 401(K) PLAN

Join the plan



Because you deserve to retire on your own terms



Saving for retirement is about giving yourself choices.

You're putting yourself in the best position to influence what your retirement will look like.

The good news is that your employer has chosen a plan that can help make your vision a reality.

# Join the plan

## Planning made easy

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Stephens is an independent privately held financial services firm, formed in 1933 and headquartered in Little Rock, AR. We can serve our clients in all aspects of their business and personal investments and have 27 offices in 27 states. As the investment advisor to your employer, we provide the investment options and platform to the Plan.

Ascensus helps millions of people save for what matters--retirement, education, and healthcare. Our technology, market insights, and business knowledge enhance the growth and success of our partners, their clients, and savers.

Ascensus, LLC provides administrative and recordkeeping services and is not a broker-dealer or an investment advisor.

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# Why save now?

Saving for retirement is a worthwhile and achievable goal. The key is to take ownership of your savings by understanding how much you may need and making a plan.

# 80%

is roughly the amount of your annual pre-retirement income that many experts estimate you'll need for each year of retirement.<sup>1</sup>

<sup>1</sup>U.S. Department of Labor Employee Benefits Security Administration (EBSA), "Savings Fitness A Guide to Your Money and Your Financial Future," Page 6, Sept. 2019.

<sup>2</sup>Source for eggs per dozen, gas per gallon, coffee per pound: Bureau of Labor Statistics; Source for movie ticket: National Association of Theatre Owners.

<sup>3</sup>HealthView Services, 2021 Retirement Healthcare Costs Data Report, <https://hvsfinancial.com/download-2021-retirement-healthcare-costs-data-report>, December 2020.

## Prepare today for the costs ahead.

While certain expenses may decrease, others may increase. Here are a few points to consider when thinking about your savings plan.

### Living expenses are on the rise.<sup>2</sup>

Look at how prices for everyday items have increased in the last 20 years.

## 2001 to 2021

\$0.92  
**\$1.64**



\$1.64  
**\$3.15**



\$5.65  
**\$9.16**



\$3.16  
**\$4.61**



### Healthcare may be your new mortgage payment.<sup>3</sup>

While you may have your home paid off by retirement, healthcare expenses could likely take its place.



## Time makes all the difference.

If you can boost your savings now, you'll give your money more time to grow. Consider the scenario below.

### Who do you think comes out ahead?

- Sam starts saving early and keeps saving until retirement.
- Sherry starts saving early, but only saves for 16 years before stopping.
- Sally starts saving later, but saves double what Sam and Sherry save per year.

### Projected monthly income in retirement [to age 90]



### The results:

- Sam saves the most with more than **\$1,000** additional income per month in retirement.
- Sherry and Sally are neck-and-neck, although Sally contributed much more money to the account.

### Put time on your side.

The illustrations above assume a retirement age of 65 and that the individual receives the monthly retirement payment shown until age 90. The amount saved until retirement assumes an annual investment return of 6%. The monthly payment amount in retirement assumes an annual investment return of 5%. The investment performance shown does not represent the return of any particular investment and does not guarantee any future rate of return.

The income in retirement does not reflect any taxes or penalties that may be due upon distribution. Withdrawals from a tax-deferred account before age 59½ are subject to a 10% federal penalty tax unless an exception applies.

# Why use your plan?

Your plan offers important savings benefits to help you meet your goals.

## Don't leave money on the table.

Your employer wants to see you succeed in retirement and is willing to help you along the way.

### Profit sharing

Your plan includes a profit sharing feature, which means CENTRAL ARKANSAS AREA AGENCY ON AGING, INC. may make periodic contributions into your account on your behalf.

## Convenience

A portion of your salary—as determined by you—will be deposited into your retirement account directly from your paycheck.

## Ownership

The money you contribute to your account and any earnings on that money belong to you. You can take it with you throughout your career and every phase of life to use in retirement.

## Tax advantages

Your money is invested before taxes and you won't need to pay taxes on it until it's withdrawn. This reduces your taxable income each year and may allow your savings to grow faster over time.

## One spot for all your retirement savings

If you have a retirement account from a previous employer, you can roll it into your CENTRAL ARKANSAS AREA AGENCY ON AGING, INC. account. To get started, use the rollover form on page 25.

# Your Financial Wellness Benefit



Your employer offers you a holistic financial wellness program, created by Financial Finesse, through your retirement plan with Ascensus. This wellness benefit provides unbiased and personalized guidance to help you pursue financial well-being—with access to additional resources and insights that address a variety of financial topics.

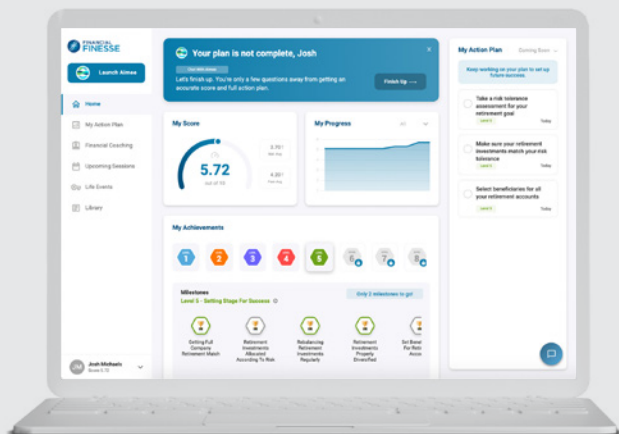
## Financial Wellness can help you:

- Design, manage, and stick to a budget
- Get on track for retirement
- Improve your credit score
- Save for college
- Choose investments that are right for you
- Protect yourself financially from the unexpected
- Decide on a medical plan
- Reduce credit card debt

## Meet Aimee™ - your Virtual Financial Coach

Simply answer a few questions about your current financial situation to get completely confidential and unbiased guidance from Aimee, including a tailored, ongoing action plan to improve your financial security and meet your goals.

No matter where you start, Aimee can help move you forward.



## Get started today

1. Go to [myaccount.ascensus.com](https://myaccount.ascensus.com)
2. Click **Visit Financial Finesse** to access the Financial Wellness Hub
3. Create or log in to your account to explore all the resources available to you
4. Start changing your financial life!

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# How much is enough?

While the type of retirement you envision will determine how much you'll need, there are some general guidelines that can help position you for the future.

## Get into the savings habit.

- Consider saving at least 10% to 15% of your pay (including any contributions your employer might make).<sup>1</sup>
- If you're saving below this amount, continue saving as much as possible and plan to make increases each year. Every bit toward retirement counts and can make a big difference.

## Create opportunities to save



**Pack a lunch.**<sup>2</sup>  
Monthly savings = \$120



**Drop cable for  
online streaming.**<sup>3</sup>  
Monthly savings = \$40



**Carpool to work.**<sup>4</sup>  
Monthly savings = \$38



**Be a discount shopper.**<sup>5</sup>  
Monthly savings = \$40

## Make saving a priority.

Life gets busy. Priorities change. Things happen. Still it's important to stay focused on retirement. Whether you're faced with financing a car, saving for a vacation, buying a home, or funding a college education, it shouldn't mean putting retirement savings on the back burner. Unlike other expenses, retirement can't be financed with a loan and you don't always have the option of putting it off. You'll be glad the money is there when you need it.

<sup>1</sup>CNN Money, Ultimate Guide To Retirement, [bit.ly/ret-save-amt](http://bit.ly/ret-save-amt), accessed August 2021.

<sup>2</sup>Based on purchasing lunch 20 times a month at \$10.00 per meal versus packing a \$4.00 lunch.

<sup>3</sup>Based on paying \$50 a month for internet and \$30 a month for Sling TV versus \$120 a month for internet and cable: <https://cordcutting.com/cord-cutting-calculator>

<sup>4</sup>Assumes a commute of 15 miles (each way), 5 days a week, in a vehicle getting 25.1 mpg, and an average gas price of \$3.15  
Source for average vehicle mpg: Environmental Protection Agency, EPA Highlights of CO2 and Fuel Economy Trends, <http://bit.ly/avg-mpg> (preliminary number for 2018 model year). Source for average gas price: Bureau of Labor Statistics, accessed August 2021.

<sup>5</sup>Based on using a 20% coupon for a purchase of \$200 or greater once per month.



# What ways can you invest?

You should feel comfortable making investment selections. Understanding the investments available to you can help you find a suitable approach to keep your savings strategy on target.

Here are the different ways you can invest your money.



## ○ By Default

### **MODERATE PORTFOLIO**

This is where your savings will be invested if you do not make any investment elections when you join the plan. These models are created and maintained by your plan's fiduciaries. Information on each model's performance and fund makeup is available on your plan's retirement website.

## 📍 By Design

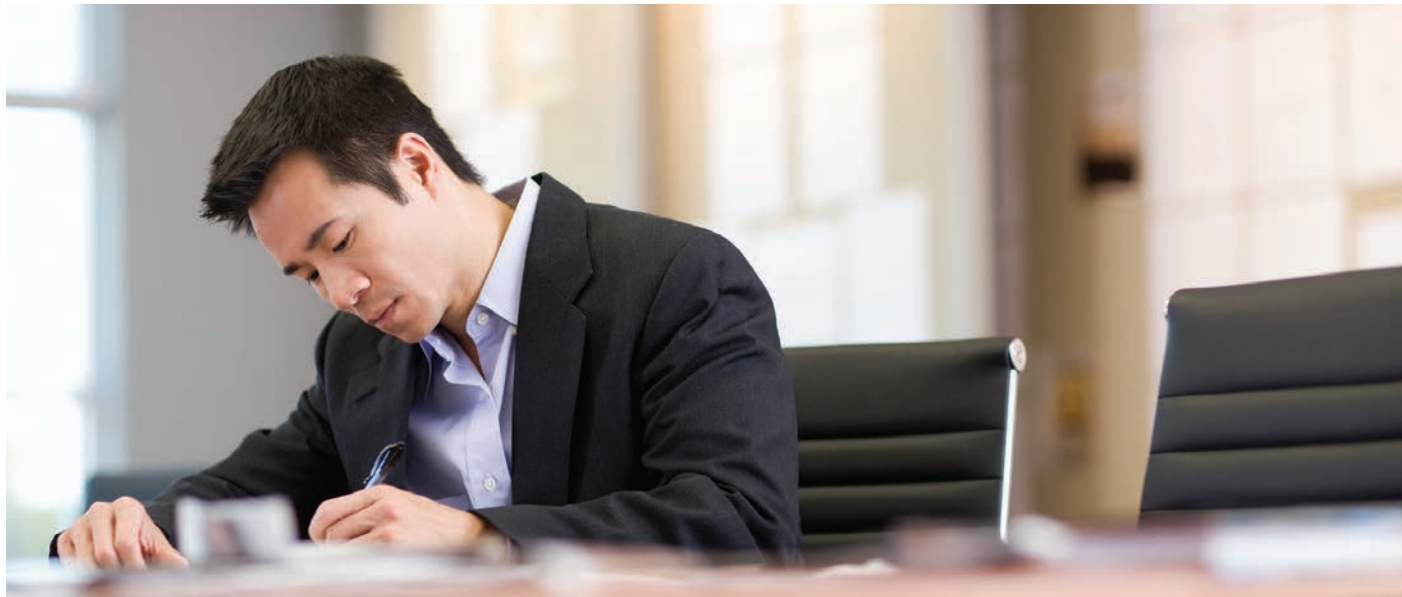
### **Target risk allocation model portfolios**

You can narrow your options based on your tolerance for risk. You can choose one of these pre-selected investment mixes, as created and maintained by your plan's fiduciaries, based on how much risk you're willing to take. Information on each model's performance and fund makeup is available on your plan's retirement website.

- CONSERVATIVE PORTFOLIO
- MODERATE PORTFOLIO
- AGGRESSIVE PORTFOLIO
- MODERATELY-CONSERVATIVE PORTFOLIO
- MODERATELY-AGGRESSIVE PORTFOLIO

## ✓ By Myself

Your plan allows you to choose investments from a lineup. Information on each investment's performance is available on your plan's retirement website or in the **Investment options** section of this guide.



# Investment options

As of September 30, 2022

	Name/Type of investment	Annual net expense ratio	3-Month Total	1-Year Total	3-Year Annual	5-Year Annual	10-Year Annual	Since Inception	Inception Date
<b>E</b>	<b>Equity</b>								
	Columbia Overseas Value Fund Institutional 3 Class	0.77%	-8.33%	-20.44%	-0.87%	-1.26%	N/A	1.92%	07/01/2015
	Dodge & Cox Stock Fund Class I	0.51%	-7.19%	-13.09%	8.46%	7.29%	11.39%	10.84%	01/04/1965
	Federated Hermes Mid-Cap Index Fund Class R6 Shares	0.31%	-2.70%	-15.56%	5.80%	5.58%	N/A	7.78%	10/18/2016
	Invesco Developing Markets Fund Class R6	0.81%	-9.76%	-35.29%	-6.23%	-3.17%	1.01%	2.37%	12/29/2011
	Invesco Discovery Fund Class R6	0.63%	2.74%	-30.09%	8.71%	10.86%	11.71%	12.33%	01/27/2012
	Invesco Discovery Mid Cap Growth Fund R6	0.65%	1.72%	-28.24%	7.09%	9.75%	N/A	11.51%	02/28/2013
	PGIM Jennison Growth Fund- Class R6	0.57%	-2.01%	-33.88%	8.73%	10.15%	N/A	10.35%	09/27/2017
	State Street S&P 500 Index Fund Class N	0.16%	-4.93%	-15.61%	8.12%	9.13%	11.56%	9.29%	12/30/1992
	T. Rowe Price International Discovery Fund I Class	1.05%	-10.98%	-37.81%	1.03%	0.32%	N/A	4.71%	12/17/2015
	T. Rowe Price Mid-Cap Value Fund I Class	0.65%	-6.28%	-9.67%	7.69%	5.48%	N/A	7.92%	08/28/2015
	T. Rowe Price Small-Cap Value Fund I Class	0.68%	-2.98%	-18.43%	5.50%	4.94%	N/A	8.74%	08/28/2015
<b>B</b>	<b>Bond</b>								
	Baird Core Plus Bond Fund Class Institutional	0.30%	-4.45%	-15.10%	-2.73%	0.17%	1.56%	4.64%	09/29/2000
	BlackRock Low Duration Bond Portfolio Class K	0.36%	-1.20%	-6.65%	-0.75%	0.58%	1.15%	3.13%	06/03/1997
	Lord Abbett High Yield Fund Class R6	0.59%	-1.39%	-16.10%	-1.45%	0.64%	N/A	2.75%	06/30/2015
<b>C</b>	<b>Money market/Stable value</b>								
	Federated Hermes Govt Obl Premier <sup>1</sup>	0.15%	0.51%	0.69%	0.50%	1.04%	N/A	0.78%	01/06/2015
	7-Day SEC Yield as of 09/30/2022 was 2.86%								
<b>O</b>	<b>Other</b>								
	Loomis Sayles Global Bond Fund Class N	0.64%	-7.21%	-21.73%	-4.96%	-2.16%	N/A	-0.65%	02/01/2013

Your plan offers model portfolios. More information on these models is available in the What ways can you invest? section of this guide and on your plan's retirement website.

		3-month total	1-year total	3-year annual	5-year annual	10-year annual
<b>Benchmark comparisons</b>						
<b>E</b>	Morningstar US Lrg TR USD	-4.85%	-17.46%	8.21%	9.41%	11.73%
<b>B</b>	Morningstar US Core Bd TR USD	2.28%	10.25%	2.89%	3.48%	3.81%
<b>C</b>	Morningstar Cash TR USD	0.61%	2.26%	1.36%	0.84%	0.45%

**Note:** Fund fact sheets and prospectuses with more investment information are available online.

## Fund Disclosures

The performance data shown represent past performances, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so investors' shares, when sold, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data cited. For performance data current to the most recent month-end, visit

<https://myaccount.ascensus.com/rplink>. Figures for periods of less than one year are cumulative returns. All other figures represent annualized returns. Performance data shown does not reflect the deduction of sales loads or fees, where applicable, and, if reflected, the load or fee would reduce the performance quoted.

### **A Note About Risk:**

Whenever you invest, there's a chance you could lose the money. Investments that employ a "fund of funds" strategy and invest assets in other mutual funds are subject to the risks associated with those underlying funds. Diversification does not ensure a profit or protect against a loss.

*You could lose money by investing in the money market fund. Although a money market fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The money market fund's sponsor has no legal obligation to provide financial support to the fund, and you should not expect that the sponsor will provide financial support to the fund at any time.*

The Morningstar benchmarks listed above are provided solely for informational purposes and are not the benchmarks that the funds listed seek to track. The performance of the Morningstar benchmarks is not an exact representation of any particular investment, as you cannot invest directly in a benchmark. For more information about each fund's benchmark, please see the fund's prospectus.

High-yield ("junk") bonds have a lower credit rating than investment grade bonds. As they are more likely to default, they tend to pay higher interest rates to offset their higher risk.

Bond funds are made up of IOUs, primarily from companies or governments. These funds risk losing value if the debt isn't repaid on time. Also, bond prices can drop when interest rates rise or the issuer's reputation suffers.

Small- and mid-cap funds are made up of the stocks of small- and medium-sized companies. These companies have fewer financial resources than larger companies. Because of that, their stock prices can be more affected by swings in the economy.

Non-U.S. stocks or bonds have risks tied to the political and economic stability of their country or region. And if the value of the foreign currency falls, the value of the stocks or bonds would also fall.

Stocks of companies in emerging markets are generally more risky than stocks of companies in developed countries.

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# Investment options

**T** Target date allocation **R** Target risk allocation **E** Equity **B** Bond **C** Money market/Stable value **O** Other

As of September 30, 2022

## Columbia Overseas Value Fund Institutional 3 Class

**Ticker: COSYX**  
**Expense Ratio: 0.77%**

Fund Description: The investment seeks long-term capital appreciation. Under normal circumstances, the fund invests at least 80% of total assets (including the amount of any borrowings for investment purposes) in equity securities of foreign companies that have market capitalizations of more than \$1 billion at the time of purchase. It typically invests in foreign companies in at least three countries, other than the United States, at any one time and may invest in emerging markets. The fund may invest directly in foreign securities or indirectly through closed-end investment companies and depositary receipts.

## Dodge & Cox Stock Fund Class I

**Ticker: DODGX**  
**Expense Ratio: 0.51%**

Fund Description: The investment seeks long-term growth of principal and income; a secondary objective is to achieve a reasonable current income. The fund invests primarily in a diversified portfolio of equity securities. It will invest at least 80% of its total assets in equity securities, including common stocks, depositary receipts evidencing ownership of common stocks, certain preferred stocks, securities convertible into common stocks, and securities that carry the right to buy common stocks. The fund may invest up to 20% of its total assets in US dollar-denominated securities of non-US issuers traded in the United States that are not in the S&P 500 Index.

## Federated Hermes Mid-Cap Index Fund Class R6 Shares

**Ticker: FMCLX**  
**Expense Ratio: 0.31%**

Fund Description: The investment seeks to provide investment results generally corresponding to the aggregate price and dividend performance of the publicly traded common stocks that comprise the mid-level stock capitalization sector of the United States equity market. The fund normally invests its assets primarily in common stocks included in the Standard & Poor's MidCap 400 Index. The index is a broad-based market capitalization-weighted index of common stocks representing all major industries in the mid-range of the US stock market. It may invest in derivatives contracts (such as, for example, futures contracts) to implement its investment strategies.

## Invesco Developing Markets Fund Class R6

**Ticker: ODVIX**  
**Expense Ratio: 0.81%**

Fund Description: The investment seeks capital appreciation. The fund mainly invests in common stocks of issuers in developing and emerging markets throughout the world and at times it may invest up to 100% of its total assets in foreign securities. Under normal market conditions, it will invest at least 80% of its net assets, plus borrowings for investment purposes, in equity securities of issuers whose principal activities are in a developing market, i.e. are in a developing market or are economically tied to a developing market country, and in derivatives and other instruments that have economic characteristics similar to such securities.

## Invesco Discovery Fund Class R6

**Ticker: ODIIIX**  
**Expense Ratio: 0.63%**

Fund Description: The investment seeks capital appreciation. The fund mainly invests in common stocks of US companies that the portfolio managers believe have favorable growth prospects. It emphasizes stocks of small-capitalization (or "small-cap") companies, which are defined as those issuers that are at the time of purchase within the range of market capitalizations of the Russell 2000 Growth Index. A company's "market capitalization" is the value of its outstanding common stock and the determination whether the company is small-, mid- or large-cap is based on the company's market capitalization relative to that of other companies.

## Invesco Discovery Mid Cap Growth Fund R6

**Ticker: OEGIX**  
**Expense Ratio: 0.65%**

Fund Description: The investment seeks capital appreciation. The fund mainly invests in common stocks of US companies that the portfolio managers expect to have above-average growth rates. It seeks to invest in newer companies or in more established companies that are in the early growth phase of their business cycle, which is typically marked by above average growth rates. The fund will normally invest at least 80% of its net assets (plus any borrowings for investment purposes) in equity securities of mid-cap issuers. The adviser defines mid-cap issuers as those issuers that are within the range of market capitalizations of the Russell Midcap® Growth Index.

# Investment options

**T** Target date allocation **R** Target risk allocation **E** Equity **B** Bond **C** Money market/Stable value **O** Other

As of September 30, 2022

## PGIM Jennison Growth Fund- Class R6

**Ticker:** PJFQX  
**Expense Ratio:** 0.57%

Fund Description: The investment seeks long-term growth of capital. The fund normally invests at least 65% of its total assets in equity and equity-related securities of companies that exceed \$1 billion in market capitalization and that the manager believes have above-average growth prospects. These companies are generally considered medium- to large-capitalization companies. Equity-related securities in which the fund primarily invests are common stocks, nonconvertible preferred stocks and convertible securities.

## State Street S&P 500 Index Fund Class N

**Ticker:** SVSPX  
**Expense Ratio:** 0.16%

Fund Description: The investment seeks to replicate as closely as possible, before expenses, the performance of the Standard & Poor's® 500 Index. The adviser uses an index tracking management strategy designed to track the performance of the S&P 500® Index ("S&P 500" or "index"). The index is a well-known stock market index that includes common stocks of 500 companies from a number of sectors and that measures the performance of the large-cap sector of the US equities market.

## T. Rowe Price International Discovery Fund I Class

**Ticker:** TIDDX  
**Expense Ratio:** 1.05%

Fund Description: The investment seeks long-term growth of capital through investments primarily in the common stocks of rapidly growing, small- to medium-sized companies outside the US. The managers expect to primarily invest outside the US and to diversify broadly across a variety of industries in developed and emerging market countries throughout the world. Normally, at least 80% of the fund's net assets (including any borrowings for investment purposes) will be invested in non-US stocks.

## T. Rowe Price Mid-Cap Value Fund I Class

**Ticker:** TRMIX  
**Expense Ratio:** 0.65%

Fund Description: The investment seeks to provide long-term capital appreciation. The fund will normally invest at least 80% of its net assets (including any borrowings for investment purposes) in companies whose market capitalization (number of shares outstanding multiplied by share price), at the time of purchase, falls within the range of the companies in either the S&P MidCap 400 Index or the Russell Midcap Value Index.

## T. Rowe Price Small-Cap Value Fund I Class

**Ticker:** PRVIX  
**Expense Ratio:** 0.68%

Fund Description: The investment seeks long-term capital growth by investing primarily in small companies whose common stocks are believed to be undervalued. The fund will invest at least 80% of its net assets (including any borrowings for investment purposes) in companies with a market capitalization that is within or below the range of companies in the Russell 2000® Index. The fund may, on occasion, purchase companies with a market capitalization above the range.

## Baird Core Plus Bond Fund Class Institutional

**Ticker:** BCOIX  
**Expense Ratio:** 0.30%

Fund Description: The investment seeks an annual rate of total return, before fund expenses, greater than the annual rate of total return of the Bloomberg US Universal Bond Index. The fund normally invests at least 80% of its net assets in the following types of US dollar-denominated debt obligations: US government and other public-sector entities; asset-backed and mortgage-backed obligations of US and foreign issuers; corporate debt of US and foreign issuers. It invests primarily in investment-grade debt obligations, but may invest up to 20% of its net assets in non-investment grade debt obligations (sometimes referred to as "high yield" or "junk" bonds).

## BlackRock Low Duration Bond Portfolio Class K

**Ticker:** CLDBX  
**Expense Ratio:** 0.36%

Fund Description: The investment seeks total return in excess of the reference benchmark in a manner that is consistent with preservation of capital. The fund invests primarily in investment grade bonds and maintains an average portfolio duration that is between 0 and 3 years. It normally invests at least 80% of its assets in debt securities. The fund may invest up to 20% of its assets in non-investment grade bonds (commonly called "high yield" or "junk bonds"). It may also invest up to 35% of its assets in assets of foreign issuers, of which 10% (as a percentage of the fund's assets) may be invested in emerging markets issuers.

# Investment options

**T** Target date allocation **R** Target risk allocation **E** Equity **B** Bond **C** Money market/Stable value **O** Other

As of September 30, 2022

## Lord Abbett High Yield Fund Class R6

**Ticker:** LHYVX  
**Expense Ratio:** 0.59%

Fund Description: The investment seeks a high current income and the opportunity for capital appreciation to produce a high total return. The fund normally pursues its investment objective by investing at least 80% of its net assets, plus the amount of any borrowings for investment purposes, in lower-rated debt securities, including corporate debt securities and securities that are convertible into common stock or have warrants to purchase common stock. It may invest up to 20% of its net assets in foreign securities (including emerging market securities and American Depository Receipts ("ADRs")). The fund may invest up to 20% of its net assets in municipal securities.

## Federated Hermes Govt Obl Premier

**Ticker:** GOFXX  
**Expense Ratio:** 0.15%

Fund Description: The investment seeks to provide current income consistent with stability of principal. The fund invests in a portfolio of US Treasury and government securities maturing in 397 days or less and repurchase agreements collateralized fully by US Treasury and government securities. The fund will operate as a "government money market fund," as such term is defined in or interpreted under Rule 2a-7 under the Investment Company Act of 1940.

## Loomis Sayles Global Bond Fund Class N

**Ticker:** LSGNX  
**Expense Ratio:** 0.64%

Fund Description: The investment seeks high total investment return through a combination of high current income and capital appreciation. The fund will normally invest at least 80% of its net assets (plus any borrowings made for investment purposes) in fixed-income securities (for example, bonds and other investments that Loomis Sayles believes have similar economic characteristics, such as notes, debentures and loans). It invests primarily in investment-grade fixed-income securities worldwide, although the fund may invest up to 20% of its assets in below investment-grade fixed-income securities (commonly known as "junk bonds").

Your plan offers model portfolios. More information on these models is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

**Note:** Fund fact sheets and prospectuses with more investment information are available online.

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# Plan highlights

## Eligibility requirements

To begin contributing to the plan, you must meet the following requirements. Continue reading for more details on the types of contributions available.

## Your deferral contributions

### All contribution requirements

- You must have worked at least 12 months as defined by the plan.

The following employees are excluded:

- Union employees
- Nonresident aliens with no US earned income
- Leased employees

## Enrollment period (entry date)

If you meet eligibility requirements, you may enroll in the plan on 01/01/2023.

## Your deferral contributions

### Pretax deferrals

Pretax deferrals are contributed into the plan on a pretax basis. Unlike the compensation you actually receive, pretax deferrals will not be taxed at the time they are paid by your employer. Instead, these deferrals and any earnings accumulated while invested in the plan will be taxable to you when withdrawn from the plan. This will reduce your taxable income for each year that you make a contribution. Through payroll deduction, you can contribute from 1% up to 30% of your salary pretax as long as the amount does not exceed \$20,500, which is the maximum limit for 2022 set by the Internal Revenue Service (IRS).

### Catch-up contributions

If you are age 50 or older, you are entitled to contribute an additional "catch-up contribution" beyond the maximum IRS limit of \$20,500 for 2022. This is intended to help employees boost their savings prior to retirement. The maximum catch-up contribution is \$6,500 for 2022.

## Employer contributions

### Profit sharing contributions

Your employer may make profit sharing contributions on your behalf.

## Rollovers

You are allowed to roll over money from other qualifying retirement accounts into this account using the form on page 25.

There are important factors to consider when rolling over assets from an IRA or an employer retirement plan account. These factors include, but are not limited to, investment options in each type of account, fees and expenses, available services, potential withdrawal penalties, protection from creditors and legal judgments, required minimum distributions, and tax consequences of rolling over employer stock.

## Vesting

Vesting refers to the amount of your retirement account savings that belongs to you.

- The money that you contribute from your salary and the money it earns are always 100% vested.
- Any rollover contributions you make are always 100% vested.
- The money contributed on your behalf by your employer becomes vested based on the schedule(s) below:

### Profit sharing contribution vesting schedule

Years of employment	Vesting %
0	0%
1	0%
2	0%
3	100%

Join the plan

# Plan highlights

## Contribution changes

As you review and refine your savings strategy over time, you may choose to change the amount you save or how you invest your money. You may stop making or change contributions by going online or by contacting your employer. Once stopped, you have the option to begin contributing again in accordance with your plan's policy.

## Withdrawals

Money can be withdrawn from your account if:

- You have reached the normal retirement age of 65.
- You request an in-service withdrawal as defined by your plan.
- You no longer work for CENTRAL ARKANSAS AREA AGENCY ON AGING, INC..
- Death
- You experience a qualifying financial hardship, which, in general, can include the following:
  - the purchase of your primary residence
  - payment of tuition and related costs for you, your spouse, dependents, or children who are no longer your dependents for post-secondary education
  - payment of certain medical expenses
  - prevention of eviction from or foreclosure on your primary residence
  - funeral/burial expenses for a parent, spouse, child, or dependent
  - repair of qualifying damages to your primary residence

Note: Withdrawals of certain types of elected deferrals and employer contributions may be subject to restrictions.

There are certain penalties and tax implications you should consider before making a withdrawal. In general, if you take a distribution from the plan before you are age 59½, a 10% early distribution penalty will apply to the taxable portion of your

distribution. There are some exceptions to the 10% penalty.

In addition, if your distribution is eligible to be rolled over into another qualifying retirement account (e.g., an individual retirement account or IRA) and you choose to take the distribution rather than roll over the amount, 20% of the distribution must be withheld and remitted to the IRS as a credit toward the taxes you will owe on the distribution amount.

Your tax professional can provide guidance on potential outcomes of withdrawing money from your account.

## Loans

While your retirement account is designed to be used when you retire, you can take a loan if a need arises. Loans may be taken from vested employer and applicable employee contributions.

Loans must follow these guidelines:

- You can only have 1 loan(s) outstanding at a time.
- The amount you may borrow is limited by tax laws. In general, all loans will be limited to the lesser of one-half of your vested account balance or \$50,000.
- The minimum loan amount is \$1,000.
- Generally, all loans must be repaid within 60 months.
- Other requirements, limits, and certain fees may apply.
- The one-time cost of taking a loan is \$150.

## Summary Plan Description

This enrollment guide offers an overview of The CARELINK 401(K) PLAN. Greater detail and other important information about the plan's features and benefits are available in the Summary Plan Description (SPD), which will be provided to you separately. You are encouraged to review the SPD carefully and contact your employer with any questions. You may also examine a copy of the plan document, which contains all of the provisions that the IRS requires, by making arrangements with your

# Plan highlights

employer. If there are any inconsistencies between this enrollment guide, the SPD, and the plan document, the plan document will be followed.

# What's next?

Enrollment is only the first step in getting the most from your plan. Use this checklist to make sure you take advantage of all that is available to you. To access a wide range of planning resources designed to help you succeed, register online at <https://myaccount.ascensus.com/rplink>.

## Your retirement account checklist

- Join the plan quickly and conveniently**
- Download the READYSAVE™ mobile app** – Access your retirement account, manage contributions, and stay on track for retirement – whenever, wherever.
- Review** – Decide if you want to consolidate your investments by rolling over outside retirement assets into this account.
- Learn more** – Go to your plan website for easy access to planning tools, investment information, and details on how your plan works.
- Meet Aimee™, your virtual financial coach** - Visit your plan website to access the Financial Wellness Hub. In just a few minutes, Aimee will help you set personalized financial priorities and provide a tailored action plan to improve your situation--no matter where you are in your financial wellness journey.
- Track your progress** – Review your retirement outlook regularly via the READYSAVE™ app, where you can check your balance, see activity history, and adjust your savings rate.
- Stay informed** – Get account updates through our online Message Center.
- Update your strategy** – At least once a year, make sure your personal goals, savings rate, and account settings are in line with your retirement strategy. Do this more frequently if a major life event occurs, such as a raise, marriage, a change in your beneficiaries, or the birth of a child.

Download READYSAVE™



# Enrollment form

Name \_\_\_\_\_

first

middle initial

last

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Plan ID 210938

## Join the plan—you have options for enrolling.

- Phone: 866-809-8146
- Paper: Complete this form and return it to your employer.

## My savings

Choose how much you would like to save. Your elections must be made in increments of 1%. Additional information on tax benefits is provided under “Your deferral contributions” in the **Plan Highlights** section of this guide.

**Pretax Savings**

\_\_\_\_\_ % of my compensation each pay period will be deposited into my pretax retirement account.

**I decline to participate in the plan.**

I understand I can change this decision at any time.

**Know your limits:** The total amount you save in the plan cannot exceed the lesser of either 30% of your annual pay or \$20,500 for the 2022 calendar year.

***Continued on back***

# Enrollment form

Name \_\_\_\_\_  
first middle initial last

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Plan ID 210938

## My investments

You have a choice when it comes to investing your retirement account assets. You can select a target risk allocation model portfolio OR create a custom mix. Helpful information on choosing investments is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

**Important:** If you don't make any investment elections but complete the rest of this form, you will be invested in the MODERATE PORTFOLIO as created and maintained by your plan's fiduciaries. More information on this model is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

**Option 1:** Select only one; your contribution will be automatically set to 100%, and you cannot select a custom mix below. More information on these models is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

**Choose a target risk allocation model portfolio, as created and maintained by your plan's fiduciaries.**

- CONSERVATIVE PORTFOLIO     
  MODERATE PORTFOLIO     
  AGGRESSIVE PORTFOLIO  
 MODERATELY-CONSERVATIVE PORTFOLIO     
  MODERATELY-AGGRESSIVE PORTFOLIO

**Note:** If you were defaulted into your current investment and select a target risk allocation model portfolio on this form, any current investment balances and future contributions will be allocated based on your target risk allocation model portfolio selection.

**Or**

**Option 2: Create a custom mix**

Choose one or more investments as long as the total amounts to 100%. Your elections must be made in increments of 1%. Information on each investment's performance is available on your plan's retirement website and in the **Investment options** section of this guide.

Investment name	Investment %	Investment name	Investment %
<b>Equity</b>		<b>Equity (Cont)</b>	
Columbia Overseas Value Fund Institutional 3 Class	_____ %	T. Rowe Price Small-Cap Value Fund I Class	_____ %
Dodge & Cox Stock Fund Class I	_____ %	<b>Bond</b>	
Federated Hermes Mid-Cap Index Fund Class R6 Shares	_____ %	Baird Core Plus Bond Fund Class Institutional	_____ %
Invesco Developing Markets Fund Class R6	_____ %	BlackRock Low Duration Bond Portfolio Class K	_____ %
Invesco Discovery Fund Class R6	_____ %	Lord Abbett High Yield Fund Class R6	_____ %
Invesco Discovery Mid Cap Growth Fund R6	_____ %	<b>Money market/Stable value</b>	
PGIM Jennison Growth Fund- Class R6	_____ %	Federated Hermes Govt Obl Premier	_____ %
State Street S&P 500 Index Fund Class N	_____ %	<b>Other</b>	
T. Rowe Price International Discovery Fund I Class	_____ %	Loomis Sayles Global Bond Fund Class N	_____ %
T. Rowe Price Mid-Cap Value Fund I Class	_____ %		



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# Beneficiary designation form

*This form is used to select primary and contingent beneficiary(ies).*

Name \_\_\_\_\_

first middle initial last

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Plan ID 210938

## Consent of spouse

I am the spouse of the retirement account holder named above. I consent to the designation of beneficiary(ies) made on this form. I understand that if anyone other than me is designated as a primary beneficiary on this form, I am waiving any rights I may have to receive benefits under the plan when my spouse dies.

Spouse signature \_\_\_\_\_ Date \_\_\_\_\_

The signature of the spouse must be witnessed by a plan representative or notary public.

Plan representative/notary public \_\_\_\_\_ Date \_\_\_\_\_

## Authorization

Account holder signature \_\_\_\_\_ Date \_\_\_\_\_

Witness signature \_\_\_\_\_ Date \_\_\_\_\_

## Delivery instructions

Please return the completed beneficiary designation form to your employer.

# Rollover form instructions

Review this information before completing the rollover form on the following pages.

- **How do I roll over my assets?**

By completing Part 1 and 2 of this rollover form and writing (or endorsing) your rollover check to the trustee or custodian, you can complete a rollover contribution to this plan.

- Part 1 of the form (on the back of this page) is what you will need to request a check to transfer your assets. The check should be returned to the Trust company per the instructions on the form.
- Part 2 of the form provides instructions on how to treat your rollover contribution. This form should be returned to your employer.

**Important:**

Review both Part 1 and Part 2 of the form carefully before taking action. Knowing what information you will need at each point will be helpful when you begin the process of rolling over your account. Your employer may ask you for additional information in order to verify that the funds you are contributing qualify as a rollover contribution.

# Rollover form – Part 1

## Check request

Name \_\_\_\_\_  
first middle initial last

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Plan ID 210938

## Request a check and have it sent to Ascensus Trust Company.

- Contact your retirement plan/account service provider to request a withdrawal of your account assets in the form of a check.
- The check should be payable to Ascensus Trust Company and include the Plan ID (provided above).
- Mail the check to:

Ascensus Trust Company  
1655 43rd Street South  
Suite 100  
Fargo, ND 58103

- Your prior retirement plan/account service provider can send the check directly to Ascensus Trust Company. If instead the check is being returned to you, you must complete Part 1 of the rollover form (i.e., this page) and send it along with your check to Ascensus Trust Company. If you are sending more than one rollover check, use a separate form for each check.

## My check details

Dollar amount on check: \$ \_\_\_\_\_

Date sent to Ascensus Trust Company (mm/dd/year): \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_  
First middle initial last

### Important:

- If the check is payable to you, you have 60 days to roll over the funds (i.e. have the check deposited into your retirement plan) or the entire amount becomes taxable.
- If you have any questions, please contact Participant Services at 866-809-8146.

# Rollover form – Part 2

## Savings and investment elections

Name \_\_\_\_\_  
first middle initial last

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Plan ID 210938

**Employer use only:** Upon receipt of this form, verify that the plan document permits rollover contributions and that the rollover contribution qualifies for rollover treatment and that all information provided by the participant is accurate and complete.

### Complete and return Part 2 of the Rollover form to your employer.

#### Important:

- This form may only be used to move (i.e., roll over) retirement plan assets from a retirement plan, traditional IRA, or SIMPLE IRA into your employer's plan.
- This form may not be used to request a rollover from this plan to another retirement plan.
- If more than one rollover contribution is being sent, use a separate form for each rollover contribution.
- If this rollover contribution is being made during or after the first year for which you must take a required minimum distribution, you cannot roll over any amount which constitutes a required minimum distribution. Please check with your employer for more information about this rule.

### My savings

1. The amount of my rollover contribution attributable to pre-tax contributions is \$ \_\_\_\_\_ (amount on check)
2. The amount of my rollover contribution attributable to Roth contributions is \$ \_\_\_\_\_
  - a. The amount of the Roth contribution that is attributable to basis is \$ \_\_\_\_\_
  - b. The first year in which I made a Roth contribution to the plan from which my rollover is being made was \_\_\_\_\_ (specify)
3. The amount of my rollover contribution attributable to after-tax (non-Roth) contributions is \$ \_\_\_\_\_
  - a. The amount of the after-tax contribution attributable to basis is \$ \_\_\_\_\_
4. The rollover contribution is from the following type of plan:  QP/401(k)/Roth401(k) plan  403(a) plan  
 403(b) plan  Governmental 457(b) plan  
 Traditional IRA  SIMPLE IRA  
 Current plan

Note: If necessary, the retirement plan/account service provider can provide the information requested above.

**Continued on back**

# Rollover form – Part 2

## Savings and investment elections

Name \_\_\_\_\_  
first middle initial last

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Plan ID 210938

### My investments

You have choices for investing your rollover assets. You can select a target risk allocation model portfolio OR create a custom mix. Helpful information on choosing investments is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

**Important:** If you don't make any investment elections but complete the rest of this form, you will be invested in the MODERATE PORTFOLIO as created and maintained by your plan's fiduciaries. More information on this model is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

Invest my rollover contribution according to my current investment elections.

Check this box to invest your entire rollover contribution in the same funds and percentages you previously selected for your retirement plan contributions.

Make new investment elections for my rollover contribution.

Check this box if you choose to invest your rollover contribution in different funds and/or percentages than you previously selected. **You can select a target risk allocation model portfolio OR create a custom mix.**

**Option 1:** Select only one; your contribution will be automatically set to 100%, and you cannot select a custom mix below. More information on these models is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

**Choose a target risk allocation model portfolio, as created and maintained by your plan's fiduciaries.**

- CONSERVATIVE PORTFOLIO       MODERATE PORTFOLIO       AGGRESSIVE PORTFOLIO  
 MODERATELY-CONSERVATIVE PORTFOLIO       MODERATELY-AGGRESSIVE PORTFOLIO

**Or**

**Option 2: Create a custom mix**

Choose one or more investments as long as the total amounts to 100%. Your elections must be made in increments of 1%. Information on each Investment's performance is available on your plan's retirement website and in the **Investment options** section of this guide.

Investment name	Investment %
<b>Equity</b>	
Columbia Overseas Value Fund Institutional 3 Class	_____ %
Dodge & Cox Stock Fund Class I	_____ %
Federated Hermes Mid-Cap Index Fund Class R6 Shares	_____ %
Invesco Developing Markets Fund Class R6	_____ %
Invesco Discovery Fund Class R6	_____ %
Invesco Discovery Mid Cap Growth Fund R6	_____ %
PGIM Jennison Growth Fund- Class R6	_____ %
State Street S&P 500 Index Fund Class N	_____ %

Investment name	Investment %
<b>Equity (Cont)</b>	
T. Rowe Price International Discovery Fund I Class	_____ %
T. Rowe Price Mid-Cap Value Fund I Class	_____ %
T. Rowe Price Small-Cap Value Fund I Class	_____ %
<b>Bond</b>	
Baird Core Plus Bond Fund Class Institutional	_____ %
BlackRock Low Duration Bond Portfolio Class K	_____ %
Lord Abbett High Yield Fund Class R6	_____ %

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**This is your opportunity. The decision to save today can shape your future. You'll thank yourself later.**

# Join the plan

Retire ready. Retire happy.



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