

Tips for a Successful Benefits Open Enrollment

- Open Enrollment begins October 1, 2023.
- Open Enrollment ends at the 11:59pm on October 31, 2023.
- Changes made during Open Enrollment Become Effective January 1, 2024.
- The Current Plan Year will end December 31, 2023.
- Enrollment forms can be filled out online, however, you need to print and return directly to Benefits at the School Board Office or save as a .pdf and email to tbethel@ycsd.york.va.us.
- If you want to participate in a Health and/or Dependent Flexible Spending Account – you must fill out an enrollment form. Enrollment does not “rollover” each year.
- If you do NOT need to make any benefit changes to dental, legal insurance, you do not need to fill out any forms.
- Enrolling in or Changing Dental Insurance? If you choose PPO-EPO you must use a participating PPO Dentist. A listing of PPO participating dentists can be found on the Delta Dental website www.deltadentalva.com
- Include your Social Security Number and Date of Birth on the enrollment forms – enrollments can’t be processed without that information.
- If you are enrolling a spouse and/or dependents on your health insurance or dental insurance, include their Social Security Number and Date of Birth on the enrollment form - enrollments cannot be processed without that information.
- All cancellation requests have to be submitted in writing to the Benefits Office. You will use the enrollment forms for cancellation. Simply check the applicable box.
- You can only make changes to certain benefits during open enrollment or if you have a “qualifying event.” Examples of a qualifying event include marriage/divorce, birth/adoption of a child, a dependent obtaining other health coverage, etc.
- Review your December pay stub for benefit deduction changes.
- Call Tanasha Bethel (898-0483) or Payroll if you do not think you are being charged the correct amounts.