

Tips for a Successful Benefits Open Enrollment

- Open Enrollment begins October 1, 2022.
- Open Enrollment ends at the 11:59pm on October 31, 2022.
- Changes made during Open Enrollment Become Effective January 1, 2023.
- The Current Plan Year will end December 31, 2022.
- Open enrollment is the one time of the year when you may change coverage from one plan to another, and add or remove dependents based simply on your needs or preferences or enroll in health, dental, legal insurances or flexible spending accounts.
- **Important Note:** York County School Division will no longer offer the POS15/35 health insurance plan beginning with January 1, 2023. If you are currently enrolled in the POS15/35 plan you will be automatically switched to the POS 250/20 plan or you can choose to enroll in the POS Equity 3000 plan. Changes and elections made during Open enrollment are effective January 1, 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 mplucinski@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 don’t need to make changes to dental, legal insurance, or premium conversion – 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.
- Complete your application forms and submit to the Benefits office promptly.
- All cancellation requests have to be submitted in writing to the Benefits Office.
- You can only make changes to certain benefits during open enrollment or if you have a “qualifying event.”
- Review your December pay stub for benefit deduction changes.
- Call Mary Beth or Payroll if you don’t think you are being charged the correct amounts.