

Tips for a Successful Benefits Open Enrollment

- **Open Enrollment** begins **October 1, 2019**.
- **Open Enrollment** ends **at the close of business on October 31, 2019**.
- Changes made during Open Enrollment Become **January 1, 2020**.
- 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. Dependent children are eligible for health and dental insurance benefits until the end of the year they turn 26.
- Enrollment forms can be filled out online, printed and returned directly to Benefits Program Specialist at the School Board Office.
- Paper copies of the enrollment forms are available in the Human Resources Office.
- 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.
- You do not have to re-enroll in Cigna or Delta Dental insurance unless you want to change plans.
- Include your Social Security Number and Date of Birth on the enrollment forms – enrollments cannot 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 but no later than October 31, 2019.
- Use the Cigna and Delta Dental enrollment forms for **cancellation requests** ; Legal Resources cancellations 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 or email the Benefits Program Specialist or Payroll if you don't think you are being charged the correct premium amounts.