

What Is Open Enrollment?

Open Enrollment is your once-a-year opportunity to make changes to your current benefit election and to review which family members you are including on your health plans. The open enrollment brochure distributed in May includes information regarding any changes to benefits or costs of the benefit plans. Changes you request during open enrollment will take effect September 1. The plan year begins on September 1 and continues through August 31.

Please be aware that decisions made during Open Enrollment are generally binding for the entire plan year. An individual may not make any changes until next year's Open Enrollment period unless he or she has a Qualified Life change (e.g., marriage, birth, adoption, etc.) and notifies the Office of Employee Benefits & Retirement of such a change within 30 days from the date of the qualifying event.

What information will I receive?

Prior to the open enrollment start date, typically in early May, you will receive a *pre-enrollment letter*. One side will confirm your current elections and costs for next year, if you make no changes during Open Enrollment. The other side will confirm your covered dependents under the Medical and Dental plans.

You will also receive a *Benefits Enrollment and Reference Guide* for the upcoming plan year. This guide is a valuable reference tool not only for open enrollment but also contains excellent reference charts and information that you may use all year long.

The Benefit Guides also will be shipped to each school and office. Election forms are included in the guide.