

## How to Enroll - New Hires

You must elect benefits within 60 days of your first day of employment or wait until the next open enrollment period. If you do not make an election, you will have to wait until open enrollment to get into the plan, unless you have a qualified life change. Changes must be requested within 30 days of the qualified life event, along with copies of proof of eligibility or ineligibility.

**Note:** *If you do not wish to make any elections, coverage will default to the coverage listed on page 66.*

### Online Enrollment

This is not currently an option for new hires.

### Paper Enrollment

All elections must be made on paper.  
See instructions that follow.

## Getting Started

### Step 1 - Review this Guide

The Benefits Enrollment and Reference Guide includes important information that you should know. Keep this guide as a handy reference all year.

### Step 2 – Preparing to Enroll



Visit our Web site [www.bcps.org/offices/benefits](http://www.bcps.org/offices/benefits) to review additional information to assist you in making your elections.

### Step 3 – Enrolling

#### What Form Do I Fill Out?

There are two paper forms. The BCPS Flexible Benefits Application Form and the Flexible Spending Account (FSA) Election Form. The FSA election form is used to make your annual FSA elections only. The other form is used for all other enrollments.

#### Do I Need to Prove My Dependents Are Eligible?

Yes, proof includes copies of a marriage certificate, a birth certificate, or adoption papers. Copies are acceptable – please do not send originals to our office.

#### Where Do I Send the Forms?

Return them to the Office of Benefits, Leaves and Retirements at the address on each form.

#### What is the Deadline to Send Forms?

You must submit your completed, signed forms to the Office of Benefits, Leaves and Retirements within 60 days of your date of hire. Forms received before the end of the month can be processed for coverage to be effective the first of the month. If the form is received on or after the first of the month, coverage is effective on the first of the following month. Late enrollment forms cannot be accepted.

#### When Do My Benefits Begin?

Benefits begin on the first day of the month following either your employment date or the date that you submit your forms to the Office of Benefits, Leaves and Retirements, whichever is later.

### Step 4 – Review Your Paystub

A post enrollment confirmation letter is not generated. Therefore, you must check your paystub to make sure the proper deductions are being taken. Contact the Office of Benefits, Leaves and Retirements immediately if you notice a discrepancy.