TO: All Staff

FROM: Tammy Miller, Administrative Assistant for Payroll & Benefits

DATE: May 1, 2020

RE: Open enrollment for July 1, 2020
Opt Out Information

An open enrollment will be conducted from May 1 through May 31, 2020. Now is the time to change from Plan A to Plan B if you wish to change plans. It is also the time to add dependents that you would like to have on any of your plans which include medical, dental and vision.

REMEMBER - Open enrollment is the ONLY TIME you can switch from one plan to the other or add dependents to any of your plans.

REMINDER - Under the Patient Protection and Affordable Care Act enacted in 2010, (PPACA), provides for the extension of medical and prescription coverage to dependent children up to the age of 26.

Please contact me at the Business Office for the forms that need to be completed.

**** OPT OUT INFORMATION****

Employees who have alternative health care coverage may opt out of coverage for additional compensation. Please fill out the waiver form that is included if you are choosing to opt out of your coverage. This needs to be completed every year by May 31st to receive additional compensation. Please remember to include a copy of your alternative health care coverage card. If it is not included with the form, the form will be returned to you.

*The Capital BlueCross rates for 2020-21 are not available at this time. They should be available by the end of May.