

OPEN ENROLLMENT - WCESC, GOVS, SWOCOG

October 14th, 2018 – November 3rd, 2019

ALL EMPLOYEES ELIGIBLE FOR INSURANCES ARE REQUIRED TO COMPLETE THE OPEN ENROLLMENT PROCESS

The 2019-2020 Open Enrollment will take place October 14th, 2019 – November 3rd, 2019 for changes effective **January 1st, 2020**. Please login to EPC/Benelogic and review your benefit coverages and make sure personal information is correct for you and your dependents. Open enrollment is an opportunity to review your benefit coverages, change coverage from PPO to HDHP, and make changes in benefits for the upcoming plan year. If you change from the PPO plan to the HDHP plan you **cannot** enroll in the PPO plan at a later date.

Failure to complete the open enrollment process and submit supporting documents could result in a reduction of coverage levels.

Benefits Enrollment Instructions

Log in to the link below and review your current health, dental, and life insurance policies. Use the GO green arrow to proceed. Select Quick Enroll or Step by Step. You can make changes with either selection. The Step by Step has more detail than the Quick Enroll.

<https://epc-online.benelogic.com/>

- ✓ User ID – first initial of first name + last name + last four of SSN (jsmith1234)
- ✓ Password – if you do not remember your password choose “Forgot Password?” follow instructions as prompted. If Password reset does not work, please email dee.wilms@warrencountyesc.com.
- Quick Enroll - Use if you do not wish to change your insurance benefits. You can make changes to your personal information if needed. (use pencil on the right side if you wish to make changes)
- Step by Step – Use if you wish to change your insurance benefit (more detailed information)
- Change from PPO to HDHP – Contact dee.wilms@warrencountyesc.com to change your classification

Adding New Dependents to your Health or Dental plan –

If you are enrolling a new dependent to your insurances, you must provide the required documentation listed below and upload into the File Cabinet in Benelogic. Insurances **WILL NOT** be approved until **ALL** supporting documents are uploaded. On the Home page in Benelogic, you will click on Upload a Document and click on + (Add file). Please make sure once you have added a dependent you actually enroll them to the medical/dental plans.

Spouse: Your legally married (including same-sex) spouse, not legally separated or divorced.

Documents required:

1) Marriage certificate that has been filed with the court

AND

2) The first page of your most recent Federal tax form (1040) showing that you are still married. Please black out Social Security numbers and financial information to protect your financial privacy.

Children: You or your spouse's natural or adopted child and/or a child for whom you are the legal guardian. EPC coverage terminates the end of the month they turn age 26.

Documents required:

- 1) Birth certificate naming you / your spouse as the parent OR
- 2) Adoption papers naming you / your spouse as adoptee parents OR
- 3) Appropriate court documents naming the employee/spouse as the child's legal guardian

**** New this Year – Important ** - If you have Family coverage on the Anthem HDHP plan you will be required to submit a new Spousal Verification Form (the form is attached to this email). This form must be completed and emailed to dee.wilms@warrencountyesc.com or uploaded into the File Cabinet in Benelogic.**

If you are interested in additional, [please click here](#).

Forms need to be completed and turned into me by November 3rd at the end of open enrollment.

*****Once you have submitted your benefit elections and the enrollment deadline has passed (11/03/2019), you will not be able to change health or dental plans until the next Open Enrollment period, unless you experience a qualifying life event that impacts eligibility for your family. (Marriage, Divorce, Birth/Adoption, Death, Loss of Coverage). The change request must be made within 31 days of the event in EPC/Benelogic. *****

The items listed below are required to be sent to all employees enrolled in insurances every year. You can view them from the Resources tab at the top of the page when logged into EPC/Benelogic. You can also view your Plan Documents Benefits Overview under the Resources tab. I have also attached copies of your plan documents.

- ✓ General Health Notices Including GINA, Special Enrollment Rights, WHCRA
- ✓ EPC Privacy Notice
- ✓ Medicare Part D Notice
- ✓ CHIPS Model Notice

Health Insurance Monthly Employee Rates 2020 HDHP (Anthem)

- ✓ Employee - \$113.25
- ✓ Employee + Children - \$209.33
- ✓ Family - \$294.22

Dental Insurance (Delta)

- ✓ No monthly charge – Employer paid

If you are not eligible for the Health and Dental insurances, disregard this email.