



# BULLETIN

**SUBJECT:** CERTIFICATED ACTIVE DENTAL, VISION AND LIFE CHANGES AND OPEN ENROLLMENT INFORMATION 2019-20 NO. BS - 14

**TO:** All Eligible Health Members

**DATE:** September 17, 2019

**PREPARED BY:** Tanisha Turner, Director II

**DEPARTMENT:** Employee Compensation and Benefits

**REVIEWED BY:** Rose Ramos, Chief Business Officer

**APPROVED:**

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**Open Enrollment:** Open Enrollment begins October 11, 2019 and ends October 31, 2019. During Open Enrollment, you may change dental, vision and life plans and add any eligible dependents. All changes are effective January 1, 2020. Your current dental, vision and life plans will remain the same unless you make changes during Open Enrollment. Open Enrollment information will be posted on the district's website at [www.scusd.edu](http://www.scusd.edu).

**Please Note: Certificated Medical Changes were effective July 1, 2019**

**District Health and Wellness Fair for Open Enrollment:**

When: October 11, 2019 from 10:00 a.m. until 5:00 p.m.

Where: Serna Center Community Room, 5735 47<sup>th</sup> Avenue, Sacramento

Vendors: Health and other vendors will be available to answer questions

**Option Changes:** To make changes to your dental, vision or life insurance, you may come into the Employee Benefits Office to complete the Benefit Enrollment forms. The Benefit Enrollment forms must be received no later than October 31, 2019.

**Required Documentation to Add Dependents:** In addition to the Benefit Enrollment form, specific documentation is required to add a dependent: spouse (marriage certificate), domestic partner (state registered certificate) and dependent children up to age 26 (birth certificate).

**Add Dependents Outside of Open Enrollment Period:** Dependents must be added within 30 days of a qualifying event, such as marriage, birth, registered domestic partner, or loss of coverage along with required documentation.

**Life Insurance:** It is important to keep your beneficiaries updated for your district life insurance. Also it is important to keep your beneficiaries updated with your retirement agency CalSTRS or CalPERS.

**125 Flexible Reimbursement Account:** You must re-enroll each year. The enrollment must be completed no later than October 31, 2019. Flexible Reimbursement accounts will be effective January 1, 2020.

**Federal Law:** Employers providing health insurance to employees and all of their eligible dependents are required to provide social security numbers for all insured members. We will contact members who need to provide social security numbers.

**Marital Status Change:** If your spouse passes away, or you become divorced, you must notify Employee Benefits within 30 days of the event. Members who fail to report changes in their health enrollment in a timely manner may be liable for premiums paid in excess of six months from the date the change was recorded. In addition, members may be liable for costs incurred as a result of services provided to an ineligible dependent.

**Dual District Coverage:** SCUSD does not allow married SCUSD employees to be double-covered on benefits.

**Rates:** Please see the 2020 rate sheets on the district website at <http://www.scusd.edu/health-benefits>

**Employee Benefits Office at Serna Center:**

Location: 5735 47<sup>th</sup> Avenue, Sacramento, CA 95824  
Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday  
Phone: (916) 643-9432  
Email: [benefits@scusd.edu](mailto:benefits@scusd.edu)