



# BULLETIN

**SUBJECT:** Employee Dental Benefit Option 2022-23 NO. BS-18  
Open Enrollment DENTAL ONLY  
SEIU, UPE, NonRepresented, Teamsters, TCS

**TO:** All Benefit Eligible Active Employees  
(SEIU, UPE, NonRepresented, Teamsters, TCS)

**DATE:** November 10, 2022

**PREPARED BY:** Keyshun Marshall **DEPARTMENT:** Risk Management /  
Director II Employee Health  
Benefits

**REVIEWED BY:** Amber Pena **APPROVED:** Rose Ramos  
Supervisor IV, Rose Ramos,  
Risk Management/ Chief Business Officer  
Employee Health Benefits

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**SPECIAL Open Enrollment DENTAL ONLY**  
**All Benefit Eligible Active Employees**  
Open Enrollment Dates: November 28 – December 9, 2022  
Effective Dates: January 1, 2023 – December 31, 2023 Plan Year

**This is a special open enrollment for DENTAL ONLY:**  
**Delta Dental or Premier Access**

\*Please note there have been no changes to the Delta Dental plan. All active employees can now choose a dental option. All changes are effective January 1, 2023. Your current dental benefit will remain the same unless you make changes during this special open enrollment period. Open enrollment information will be posted on the district's website at <https://www.scusd.edu/health-benefits>.

**Option Changes:** If you would like to change your district dental plan, you may log onto: [www.benefitbridge.com/saccityusd](http://www.benefitbridge.com/saccityusd) to make the necessary changes and review the two dental plans. All changes must be submitted no later than December 9, 2022. Forms can be submitted by email, walk in or fax.

**Sacramento City Unified School District**  
**Attn: Employee Benefits Open Enrollment**  
5735 47th Avenue  
Sacramento, CA 95824

916-399-2071 fax  
[benefits@scusd.edu](mailto:benefits@scusd.edu)

**Required Documentation to Add Dependents:** If you are adding a dependent, you will be required to provide proof of eligibility i.e. marriage/domestic partner certificate, birth certificate and social security number for all dependents being added.

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

**Marital Status Change:** If your spouse passes away, or you become divorced, you must notify the Employee Health Benefits department 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:** Dual coverage is not allowed if you are married and both employees of the district.

**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.

If you have any questions or would like further assistance, please feel free to contact the Benefits Department at 916-643-9432 or email [benefits@scusd.edu](mailto:benefits@scusd.edu).

Employee Benefits Office Location and Office Hours:  
5735 47th Avenue, Sacramento, CA 95824  
8:00am - 4:30pm Monday - Friday  
Phone: 916-643-9432  
[benefits@scusd.edu](mailto:benefits@scusd.edu)