



Open Enrollment & Open Enrollment Changes Procedure (BEN-P025)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Risk Management Office develops open enrollment information and assists employees in selecting voluntary benefits, switch health plans, add or delete dependents, and enroll into section 125 plan programs, at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

(Approval signature on file)

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Risk Management Senior Technician

4.0 DEFINITIONS:

- 4.1 CDS – CDS Group Health
- 4.2 COBRA – Consolidated Omnibus Budget Reconciliation Act
- 4.3 HH – Hometown Health
- 4.4 IT – Information Technology
- 4.5 TPA – Third Party Administrator

5.0 PROCEDURE:

- 5.1 The Risk Management Office develops three open enrollment memos: one for eligible employees, one for retirees, and one for COBRA participants.
 - 5.1.1 For eligible employees a packet which includes the memo and other voluntary benefit information is distributed to employees at their worksite.
 - 5.1.2 For retirees the memo and the open enrollment employee change form is sent to their home.
 - 5.1.3 For COBRA participants the COBRA memo is sent to home addresses by CDS Group Health.
- 5.2 The Risk Management Office coordinates general open enrollment meetings with TPA's and times and schedules are included in the open enrollment memo.
- 5.3 The Risk Management Office works with CDS to ensure:
 - 5.3.1 CDS sends to the employees, retirees and members of COBRA information on the on-line enrollment process which includes how to access on-line enrollment and information on the employee and/or their dependent(s) on their current coverage.
 - 5.3.2 The actual on-line enrollment figures are the most current and up-to-date.
 - 5.3.3 CDS coordinates with HH the transfer of required insurance data and ensures that it is accurate and complete.
- 5.4 The Risk Management Office works with American Fidelity to enroll employees into Section 125 and voluntary benefits during open enrollment.



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- 5.5 At the ending of open enrollment CDS sends out a letter to all employees, retirees and COBRA members verifying their open enrollment selections under the direction of the Risk Management Office.
- 5.6 The Risk Management Office makes the appropriate payroll, contribution and rate changes for the new plan year.
- 5.7 CDS Group Health forwards an upload program with all health plan and dependent changes that the Risk Management Office incorporates into the data system using the program developed by IT. (Note: The name of the program developed by IT will be identified in this procedure following a successful completion of the IFA implementation.)
- 5.8 American Fidelity forwards an upload program with all Section 125 and voluntary benefit changes that the Risk Management Office incorporates in to the data system using the program developed by IT.
- 5.9 CDS and HH forwards to eligible participants the new identification cards and new prescription formulary information.
- 5.10 With the aid of a third party, dependent verification will be done every three years. Verification will be part of open enrollment.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Retiree Open Enrollment Change Form (BEN-F017)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Insurance Database	Electronic	Permanent	Electronic	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/6/05	A	Initial Release
5/15/07	B	Added 4.4, 4.5, and 4.6; corrected language errors in 5.2.1, 5.3, 5.3.1, 5.3.2, and 5.3.3
5/6/08	C	Added Note to 5.7; deleted 5.8.1
5/2/14	D	Deleted 5.2.1; added 5.10

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