

Good Afternoon!

Our Active Open Enrollment Period begins Monday, October 15th and continues through Thursday, November 15th. Your elections will be effective from January 1, 2019 through December 31, 2019. During Open Enrollment you may enroll in or terminate individual and/or dependent coverage in any of the Blue Cross Blue Shield Medical Plans, Delta Dental Plans, VSP Vision Plan and Flexible Spending Accounts as well as change the plans you are currently enrolled in. Unless you have a qualified change in status, you cannot make changes to the benefits you elect until the next open enrollment period **October 15, 2019 – November 15, 2019** which would take effect January 1, 2020. **You can view plan documents and descriptions by clicking here: [Benefits Website](#).**

IMPORTANT NOTES!

- ❑ **In order to maintain coverage under the District's Health, Dental and/or Vision Insurance beginning January 1, 2019, you must enroll or re-enroll in your benefits during Open Enrollment – even if you are not making any changes. If you do not enroll yourself and ALL eligible dependents during Open Enrollment, your Health, Dental, and/or Vision coverage will terminate effective December 31, 2018. FSA and HSA contributions also terminate, effective December 31, 2018.**
- ❑ **If you add any new dependents (spouse and/or children) you must provide eligibility documentation to Human Resources i.e. marriage license, birth certificate, guardianship court order, etc.**
- ❑ **Take this time to check your dependent(s) social security numbers to ensure they are correct. If your dependent(s) social security numbers are not listed, you must add them in Lawson > Personal Information > Dependents.**
- ❑ **If you enroll in the HMO Illinois plan for the first time, you must add your 3-digit medical code that is associated with your physician to your profile in Lawson under Benefits > Primary Care Physician. You must also add this for your dependents under Personal Information > Dependents. If you are an existing HMO Illinois participant, you do not need to do this.
Search here: [BCBS of IL](#)**
- ❑ **If you enroll in the High Deductible PPO for the first time, you must open your Health Savings Account with First American Bank, prior to December 7th.
Open your account online here: [First American Bank](#)**
- ❑ **The Limited Flexible Spending Account is only available to participants of the High Deductible PPO or those that are covered as a dependent on their spouse's or parent's High Deductible plan. You cannot elect both the Medical and Limited FSA.**
- ❑ **You can only elect HSA contributions if you are in the High Deductible PPO.**

PLAN CHANGES

Medical necessity has previously been required for sleep and cardiology testing (Pet, MRI and Cat scans), however, Blue Cross Blue Shield is now requiring pre-authorization from your physician to prove such medical necessity. This is considered a positive change to avoid any confusion to the member of the insurance coverage.

COMPLIANCE NOTICES

During Open Enrollment, District 300 is required to notify you about important provisions in our plan. The following Notices are attached and will also be located on the Benefits Website. All of these notices can be downloaded and printed. You may also request a printed copy from Human Resources.

- Notice of Special Enrollment Rights – this document details when you are allowed to enroll yourself and your dependents in the medical plans
- Notice of Women’s Cancer Rights – this document details benefits available for mastectomies and reconstructive surgery
- Medicare D Creditable Coverage Disclosure – this document provides information on prescription drug coverage on our plans and options under Medicare
- CHIPRA – this document provides information on health care coverage available to children and families through Medicaid and the Children’s Health Insurance Program
- HIPAA Privacy Practices – this document provides information on District 300’s privacy practices.

DON’T FORGET! YOU MUST ENROLL ONLINE!

Enrollment for Health, Dental, Vision, Flexible Spending Accounts and Health Savings Account contributions will take place ONLINE using Employee Self Service between October 15th and November 15th. You may access Employee Self Service by logging into [Rapid Identity](#) > Staff > Staff Links > Employee Self Service. Your login information is your firstname.lastname@d300.org and the same password you use to log into your email.

****Comprehensive step-by-step directions are attached to this email.**

TROUBLE LOGGING ON?

Employee Self Service is available from work or home. If you have difficulty logging in please call the Help Desk at 847-551-8411 during work hours.

NOW IS A GOOD TIME TO... (ALTHOUGH NOT REQUIRED)

- Update your beneficiary forms for your Board paid life insurance policy
- Enroll in voluntary life insurance (must also submit Evidence of Insurability with application)
Forms can be sent to Katie.Lind@d300.org or (847) 551-8493.
- Enroll in or increase your contributions to a 403(b) or 457 plan
<https://www.trsrretire.com/webportal/retire/index.html>

ALL FORMS AND OPEN ENROLLMENT INFORMATION IS AVAILABLE ON THE [BENEFITS WEBSITE](#)

Please contact Human Resources at (847) 551-8490 if you have any questions.

Happy Enrolling! ☺