



Annual Open Enrollment Notice

July 1, 2023

Important Information Regarding SCHOOLCARE Health Benefits

The Annual Open Enrollment for SCHOOLCARE Health Benefits (*medical, dental, vision as applicable*) is your opportunity once a year to:

- Enroll in coverage
- Change plans
- Add/remove dependents or yourself

Please note, you must meet any guidelines established by SCHOOLCARE and your employer.

As a reminder, throughout the year be sure to report all qualifying life events to your Human Resources Office in a timely manner (generally within 30 days of a status change). Qualifying life events include, but are not limited to:

- Birth/adoption
- Enrollment in Medicare benefits due to a disability
- Loss of other coverage
- Marriage/divorce or legal separation (*60 days*)

Failure to notify your Human Resources Office of any qualifying life events could require the employee to reimburse the employer for the full amount of any premiums paid on behalf of an ineligible dependent, and/or void his/her entitlement to extended benefits under COBRA.

Your new plan and/or changes will be effective on July 1, 2023. If you decide to join or make a change in your benefit option, it will be necessary for you to fill out the SCHOOLCARE Enrollment/Change Form and submit the completed Form to your Human Resources Office. If you do not make a change, you do not have to fill out a new Form.

A comprehensive SCHOOLCARE Enrollment Guide along with the Enrollment/Change Form, Benefit Summaries, and Open Enrollment webinar are located at schoolcare.org. Go to *Resources* and select the *Enrollment/Change Materials* page. Select your employer group from the drop-down list.

All applications are due back in your Human Resources Office no later than _____.

Please call _____ at _____ if you have any questions.
(Human Resources Contact) (Telephone/Ext.)