

Open Enrollment 2016 Checklist

ENROLL

Monday, November 9, 2015 through Monday, December 14, 2015.

COVERAGE EFFECTIVE

For employees paid biweekly, changes made during Open enrollment will be effective **January 10, 2016**. For employees paid semi-monthly (some DCPS and UDC), changes made during Open Enrollment will be effective **January 1, 2016**.

REVIEW

Resources and information at <http://dchr.dc.gov/page/employee-benefits>.

CONSIDER

All costs, including your per-pay-period costs.

HSA SETUP

If you want Health Savings Accounts (HSA) contributions to come out of your paycheck in 2016, **you must log onto PeopleSoft and re-enroll** by selecting a new contribution amount. HSA contributions are only for employees enrolled in the Aetna CDHP health insurance plan.

FSA SETUP

If you want a Flexible Spending Account (FSA) for 2016, **you must make a new election** – current elections do not carry forward.

BENEFICIARIES

Update life and AD&D insurance beneficiaries through PeopleSoft; update retirement plan beneficiaries through ICMA-RC at www.DCRetire.com.

PROOF OF ELIGIBILITY

If you enroll a new spouse or dependent, you must provide proof of eligibility by submitting proof of enrollment during Open Enrollment and Dependent Verification form and applicable information by **January 11, 2016**.

QUALIFYING LIFE EVENT

Elections are effective for the entire 2016 calendar year and cannot be changed unless you experience a qualified life event.

PRINT

Print your confirmation statement after you enroll.
