

DC Government Employee Open Enrollment 2025 Checklist



EMPLOYEE NAME: _____ DATE COMPLETED: _____

ENROLL

Monday, November 11, 2024 through Monday, December 9, 2024.

COVERAGE EFFECTIVE

For employees paid biweekly, changes made during Open Enrollment will be effective **January 12, 2025**. For employees and retirees paid semi-monthly (some DCPS and UDC), changes made during Open Enrollment will be effective **January 1, 2025**.

REVIEW

Review resources and information at <http://dchr.dc.gov/page/open-enrollment-2025>.
Review more information on Dependent eligibility at <https://dchr.dc.gov/page/dependent-eligibility-verification>.

HSA SETUP

If you want Health Savings Accounts (HSA) contributions to come out of your paycheck in 2025, **you must log onto PeopleSoft and re-enroll** by selecting a new contribution amount. **Please Note:** HSA contributions are only for employees enrolled in the Aetna CDHP and CareFirst CDHP health insurance plans.

FSA SETUP

If you want a Flexible Spending Account (FSA) for 2025, you must make a new election – current elections do not carry forward. New elections must be made for health care, dependent care and commuter benefits FSA program plans.

BENEFICIARIES

Update life insurance beneficiaries through PeopleSoft; update retirement plan beneficiaries through MissionSquare at www.dcretire.com. (**Please Note:** Your marital status must be updated in PeopleSoft in order to update your beneficiaries online with MissionSquare)

PROOF OF ELIGIBILITY

If you **enroll a new spouse or dependent**, you **must provide documentation** to verify eligibility. DCHR has the authority to determine whether the documentation satisfies the plan's requirements and reserves the right to request supporting documentation at any time.

PROOF OF DEPENDENT ELIGIBILITY

If you add family members to your coverage, you are required to provide documentation to verify coverage eligibility for the dependent(s) that you add during the Open Enrollment process. DCHR has the authority to determine whether the documentation satisfies the plan's requirements and reserves the right to request supporting documentation at any time. Failure to comply will result in a cancellation of health care coverage for that dependent.

QUALIFYING LIFE EVENT

Elections are effective for the entire 2025 calendar year and cannot be changed unless you experience a qualified life event.

SUBMIT

You must click the submit button in PeopleSoft to complete your enrollment.

SAVE & PRINT

You will receive an email confirmation statement with your elections. Please print this for your records. If you do not receive an email confirmation, please immediately contact DCHR at dchr.benefits@dc.gov to confirm your elections were submitted properly.