

Open Enrollment 2018 Checklist

ENROLL

Monday, November 13, 2017 through Monday, December 11, 2017 at 5:00 p.m. EST.

COVERAGE EFFECTIVE

For employees paid biweekly, changes made during Open enrollment will be effective **January 7, 2018**. For employees and retirees paid semi-monthly (some DCPS and UDC), changes made during Open Enrollment will be effective **January 1, 2018**.

REVIEW

Chat with ALEX, our virtual benefits counselor, at www.myalex.com/dchr/2018, and review resources and information at <http://dchr.dc.gov/page/open-enrollment>.

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 2018, **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 health insurance plan.

FSA SETUP

If you want a Flexible Spending Account (FSA) for 2018, **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 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 10, 2018**.

QUALIFYING LIFE EVENT

Elections are effective for the entire 2018 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. For more information on electing and submitting your benefits, see our How to Enroll Guide at <https://dchr.dc.gov/publication/how-enroll-your-dc-government-benefits-guide>.

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.