dchr
DC Department of Human Resources

Open Enrollment 2021 Checklist

ENROLL

Monday, November 9, 2020 through **Monday, December 14, 2020**.

COVERAGE EFFECTIVE

For employees paid biweekly, changes made during Open Enrollment will be effective **January 3, 2021**. For employees and retirees paid semi-monthly (some DCPS and UDC), changes made during Open Enrollment will be effective **January 1, 2021**.

REVIEW

Review resources and information at *http://dchr.dc.gov/page/open-enrollment*.

HSA SETUP

If you want Health Savings Accounts (HSA) contributions to come out of your paycheck in 2021, **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 2021, 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 disability 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 documentation** to verify eligibility. You are **not required to provide verification for dependents currently covered** by any DC Government benefit plan.

QUALIFYING LIFE EVENT

Elections are effective for the entire 2021 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.