Open Enrollment

Annual employee open enrollment occurs mid-May through the first week of June (exact dates are set by the Office of the State Comptroller). With appropriate documentation, employees may elect to change their benefits plan(s), including covered dependents, during Open Enrollment.

Please check the Human Resources webpage for more details on upcoming dates.

All changes made during open enrollment take effect on July 1.

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The 2019-20 health/dental insurance open enrollment period runs from **Monday, May 6, 2019 through Friday, May 31, 2019**. During open enrollment, employees may change medical and/or dental plans, add or drop coverage for your eligible family members, or enroll yourself if you previously waived coverage. These changes are not allowed at other times outside of open enrollment unless an employee experiences a qualifying event, such as marriage, divorce, civil union, birth, adoption, legal guardianship or loss of other health insurance coverage by an eligible dependent.

Please be aware of the following:

- Covered employees are required to **immediately report a divorce or legal separation** to the Human Resources Department and must ensure that their information is correct during the open enrollment process. Employees must notify Human Resources if any of their covered dependents are no longer eligible for coverage. **Failure to do so may require the payment of federal and state tax on the fair market value of benefits provided to an individual who is not an eligible dependent.**
- During open enrollment, you may enroll in the Health Enhancement Program (HEP) if you have not already done so.
- The effective date for changes made during open enrollment will be July 1, 2019.
- The 2019-2020 Health Care Options Planner **is now available** on the State Comptroller website at the following link:  [https://www.osc.ct.gov/benefits/docs/OpenEnroll_Active_2019_v2.pdf](https://www.osc.ct.gov/benefits/docs/OpenEnroll_Active_2019_v2.pdf)
• Employees with any Health Enhancement Program (HEP) questions may contact Care Management Solutions, Inc. (CMSI) by phone at 1-877-687-1448 or email HEPQuestions@Connect2YourHealth.com.

• A listing of scheduled fairs is available at the following link: https://www.osc.ct.gov/benefits/openenroll.htm. An Open Enrollment Fair will be held at CCSU on Tuesday, May 7, 2019 from 10 a.m. to 12 noon in the Marcus White Living Room.
  o The health, dental and pharmacy carriers will be attending the fairs to answer plan questions and distribute related handouts.
  o Representatives from the Office of the State Comptroller and the State’s Health Enhancement Program (HEP) vendor, Care Management Solutions, will be available during the fairs to answer HEP-related questions.
  o Prudential Retirement, the State’s third party administrator of the State’s Alternate Retirement plan, 457 and 403(b) deferred compensation plans, will also have a representative present to field questions.

PLEASE NOTE: A marriage certificate is required to add a spouse on to health benefits and birth certificates (long version with employee’s name also on the certificate) are required to add eligible dependent children. Please bring this documentation with you when you come to HR in Room 201 of Davidson Hall to complete the required form. If you have any questions regarding the documentation required to add an eligible dependent, please contact us at 2-1756.