Open Enrollment will now be delayed to September 2020 with an effective date of October 1, 2020.

The 2020-21 health/dental insurance open enrollment period runs September 2020. 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 October 1, 2020.
• The 2020-2021 Health Care Options Planner will be made available on the State Comptroller website at the following link:  https://www.osc.ct.gov

• Employees with any Health Enhancement Program (HEP) questions may contact Care Management Solutions, Inc. (CMSI) by phone at 1-877-6871448 or email HEPQuestions@Connect2YourHealth.com.

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 x21756.