

# Enrollment Guidelines & Frequently Asked Questions

## **When is Switch/Open Enrollment? Where will it be held?**

Switch/Open Enrollment will be held October 9th – 11th and October 14th – 16th, 2019 from 7:30 a.m. to 5:00 p.m. each day. The location is the Arroyo Chico Room located on the 1<sup>st</sup> floor of the West Tower at the Alice & Bruce King Educational Complex (APS administration building, 6400 Uptown Blvd NE, 87110).

**For some transactions, we will be accepting materials electronically, so you may be able to save the trip to the Alice & Bruce King Educational Complex! See below for changes you can make via fax or online, and for those actions that you can take anytime during the year.**

## **What changes can I submit via fax?**

You may submit your Enrollment/Change Form via fax during Switch/Open Enrollment if you need to:

- Change your medical plan coverage from one carrier to another:
  - From Presbyterian Health Plan to BlueCross BlueShield or to True Health
  - From BlueCross BlueShield to Presbyterian Health Plan or to True Health
  - From True Health to BlueCross BlueShield or to Presbyterian Health Plan
- Add medical, dental and/or vision plan coverage for **yourself only** (you are not enrolling any dependents)
- Drop medical, dental and/or vision plan coverage for yourself and/or dependent(s)
  - Two year lock-in rule applies to the dental plan (you must stay on the dental plan option you elected for at least two years before you can drop coverage)
  - Two year lock-in rule applies to the vision plan (you must stay on the vision plan for at least two years before you can drop coverage)
- Change your dental plan coverage from the Basic Plan to the Comprehensive Plan or from the Comprehensive Plan to the Basic Plan
  - Two year lock-in rule applies (you must stay on the option you elected for at least two years before you can change dental plan options)

**The Enrollment/Change Form in PDF format will be available to download between October 9th and October 16th, and the completed form must be faxed to the APS Employee Benefits Department **no later than midnight on Wednesday, October 16th.****

More details, including the Enrollment/Change Form and the fax number will be available on the Benefits Department webpage starting on **October 9th**.

<https://www.aps.edu/human-resources/benefits>

### **What coverage can I enroll for online?**

Submit your enrollment online during Switch/Open Enrollment if you need to:

- Enroll or re-enroll in the health care and/or dependent care flexible spending accounts (FSA). Use the ASIFlex secure portal to make your FSA election for 2020! More details, including the link to the portal and instructions for enrolling will be available on the Benefits Department webpage starting on **October 9th**. <https://www.aps.edu/human-resources/benefits>
  - You will need to come to Switch/Open Enrollment if you prefer to complete a paper Enrollment Form for the FSA
  - **Please remember that if you want to participate in the FSA, you must re-enroll every year**

### **Under what circumstances do I need to attend Switch/Open Enrollment? What do I need to bring with me?**

Attend Switch/Open Enrollment and bring supporting documentation if you need to:

- Enroll yourself **and** dependent(s) on the medical, dental and/or vision plans
- Add dependents to your medical, dental and/or vision plan coverage
- Enroll your child(ren) for Dependent Life Insurance (**you must already have Employee Additional Life Insurance for yourself**)
  - **Please bring the following supporting documentation with you:**
    - A marriage certificate to enroll a spouse
    - Birth certificate(s) to enroll a child or children
    - Completed and notarized Domestic Partner Affidavit and required supporting documentation (refer to the affidavit) to enroll a domestic partner
    - Social Security Numbers for everyone you will be enrolling
- You may also attend Switch/Open Enrollment to enroll or make the changes noted above (the actions that can be done via fax or online) or the items shown below (that can be done anytime during the year). However, you will save time and avoid the line at Switch/Open Enrollment if you handle those processes as indicated.

**All new coverage or changes made during Switch/Open Enrollment will be effective January 1, 2020.**

### **What coverage can I apply for anytime during the year?**

- You do not need wait for Switch/Open Enrollment or attend Switch/Open Enrollment to apply for Additional Life Insurance, Spouse Life Insurance or Long-Term Disability Insurance. You may apply for these coverages any time during the year, **subject to Evidence of Insurability**. Go to <https://www.standard.com/employee-benefits/aps> and click on the Forms tab and scroll down for more information.
- You do not need wait for Switch/Open Enrollment or attend Switch/Open Enrollment to enroll in the 403(b) or 457(b) voluntary retirement savings plans. You may enroll in these plans at any time during the year. See <https://www.aps.edu/human-resources/benefits/pages/other-benefits> and scroll down to Voluntary Retirement Savings Plans for more information.

### **When is the health fair? Where will it be held?**

The 2019 Employee Health & Wellness Fair will be held on Thursday, October 10<sup>th</sup> from 8:00 a.m. to 3:00 p.m. on the 1<sup>st</sup> floor of the West Tower at the Alice & Bruce King Educational Complex (APS administration building, 6400 Uptown Blvd NE, 87110).

This is the Thursday of Fall Break so that more employees can attend!

- Free 3 Mile Fun Run/Walk sponsored by Likhaya @ Sports Systems
- Vendors – Artisans from local farmer’s markets
- Community Organizations and Businesses
- Mammogram and Prostate Exams
- Blood Donation Mobile
- Flu Shot Clinic
- 30 Minute Yoga Classes
- Chair Massages
- Food Trucks
- Financial Wellness
- Employee Assistance Program
- APS Benefits Information, Carriers and Switch/Open Enrollment

Get your annual flu shot!

Prizes!

Raffles!

Complete the Scavenger Hunt for a chance to win a Fitbit!