

## Switch/Open Enrollment for 2020

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 or via fax.**

Submit your Enrollment/Change Form via fax to (505) 889-4882 for the following actions:

- 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)

**Download the Enrollment/Change Form between October 9th and October 16th**, and fax the completed form to the APS Employee Benefits Department at (505) 889-4882. **Forms will be accepted until midnight on Wednesday, October 16th. You will receive an email to your APS email address to confirm receipt of your faxed form. If you do not receive an email, your form was not received. (Please allow 72 hours for this notification.)**

Locate the Enrollment/Change Form on the Benefits Department homepage (scroll down to the heading *2020 Switch/Open Enrollment*): <https://www.aps.edu/human-resources/benefits>

Submit your health care and/or dependent care flexible spending account enrollment online:

- Enroll or re-enroll in the health care and/or dependent care flexible spending accounts (FSA) by using the ASIFlex secure portal to make your election for 2020.
- The link to the enrollment portal and instructions for enrolling are included in the document entitled *2020 APS-ASIFlex FSA Online Enrollment Instructions*. Locate that document on the Benefits Department homepage (scroll down to the heading *2020 Switch/Open Enrollment*): <https://www.aps.edu/human-resources/benefits>

**You will need to attend Switch/Open Enrollment if you prefer to complete a paper Enrollment Form for the FSA**

**Remember that if you want to participate in the FSA, you must re-enroll every year**

Attend Switch/Open Enrollment and bring supporting documentation for the following actions:

- 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 in this memo.**

### **New coverage added or changes made during Switch/Open Enrollment will be effective January 1, 2020.**

Eligible employee may apply for some benefits 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>, 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, or to make changes to your 403(b) or 457(b) contribution amount. You may take these actions any time during the year (subject to Payroll Department deadlines). Go to <https://www.aps.edu/human-resources/benefits/pages/other-benefits> and scroll down to *Voluntary Retirement Savings Plans* for more information.