***Human Resources Branch Memorandum***

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| **SUBJECT:**UPDATED: 2021 Open Enrollment Period for Health, Dental, Vision, FlexElect Reimbursement Accounts, Group Legal, Cash Options, COBRA, Group Long-Term Disability, and Supplemental Life Insurance | **NUMBER:****21-018** |
| **DATE ISSUED:****September 17, 2021** |
| **DISTRIBUTION:****CDFW All** | **EXPIRES:****N/A** |
| [x]  **Action Required**  | [ ]  **Informational Only**  | [x]  **Control Agency Directive**  |

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees of the 2021 Open Enrollment Period for Health, Dental, Vision, FlexElect Reimbursement Accounts, Group Legal, Cash Options, COBRA, Group Long-Term Disability, and Supplemental Life Insurance.

The open enrollment period for Health, Dental, Vision, FlexElect Reimbursement Accounts, Group Legal, Cash Options, COBRA, Group Long-Term Disability, and Supplemental Life Insurance is **September 20, 2021 through October 15, 2021**. The [CalHR Open Enrollment website](https://calhr.benefitsprograms.info/) will provide information to help you better understand the benefits available to you and your eligible dependents. Please take a moment to read this information carefully. Enrollment changes made during this Open Enrollment period are effective **January 1, 2022**.

SEIU employees **cannot enroll in FlexElect Cash during the Fall 2021 Open Enrollment**. There will be a special open enrollment sometime in the Spring of 2022 for SEIU employees to enroll effective July 1, 2022. At that time SEIU employees will be able to submit their enrollment documents to their departmental personnel offices.

**IMPORTANT** This year all Open Enrollment forms and questions must be submitted through [AskHR Ticketing system](https://helpdesk.wildlife.ca.gov/CherwellPortal/HR?_=188cedf7#0). For more information and Job aides for using this system see [HRB Memo 21-006](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=195145&inline).

# Open Enrollment

# During Open Enrollment, eligible employees may:

* Enroll, cancel, or change your benefit election plans for health, dental, vision, COBRA, and group legal. You can also add or delete dependents.
* Enroll in a FlexElect Reimbursement Account. If you have a FlexElect Reimbursement Account and want to participate again next year, you need to re-enroll during Open Enrollment.
* Enroll in a Cash Option in lieu of health and/or dental benefits, if you have qualifying group health or dental coverage through another source such as your spouse.

**Please note:** The State Controller’s Office has temporarily suspended Flex/CoBEN Cash enrollment for employees in Bargaining Units (BU) R01, R04, R14, R17, R20, excluded employees in Collective Bargaining Identifiers (CBID) S01, S04, S14, S17, S20, M01\*, M14, and M17, and employees designated E97 (Labor Relations Analyst) and E98 (Labor Relations Specialist) until July 1, 2022, in lieu of the Improving Affordability and Access to Health Care pay differential of $260 per month.

Employees who want to opt-out of a Cash Option to enroll in health and/or dental benefits should do so during Open Enrollment.

As an Excluded Employee, you may:

* Enroll, cancel, or change your group long-term disability insurance plan coverage.
* If you are enrolled in basic group term life insurance, you can purchase or make changes to your supplemental life insurance and purchase supplemental life insurance for your dependents, such as your spouse. Changes can be made at any time.

If you are currently enrolled in health, dental, vision, a cash option, group legal,

long-term disability, or supplemental life, and do not wish to make changes, no action is required unless you are a permanent-intermittent employee. Permanent-intermittent employees who want to continue receiving the cash option must re-enroll annually during Open Enrollment.

If you wish to participate in the FlexElect Reimbursement Account(s), you need to re-enroll annually during Open Enrollment.

# Open Enrollment Deadlines

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| **Benefits with Deadlines** | **Deadline Date** |
| Last day to submit enrollment forms to your personnel office to enroll or makes changes to health, dental, FlexElect reimbursement accounts, cash options, group legal, andlong-term disability. **All forms must be submitted through AskHR** | October 15, 2021 |
| Last day to contact Vision Service Plan to make changes or to enroll. | October 15, 2021 |
| Last day to cancel or make changes to your FlexElect reimbursement account or a cash option. | December 31, 2021 |

Open Enrollment Forms

* [Dental Enrollment Form STD692](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std692.pdf)
* Non-CoBen Cash Option Form STD701C
* [Flex Elect Reimbursement Form STD701R](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std701R.pdf)
* [CoBen Cash Enrollment Form STD702](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std702.pdf) (For excluded employees and eligible represented employees in BU 2, 7, 8, 16, 17, 18, and 19.)

# CalHR’s Virtual Open Enrollment Fair

CalHR hosted a virtual Open Enrollment Fair. The presenters discussed Open Enrollment options and answered questions regarding health, dental, and vision plans. **Recordings of all webinars will be available through October 15, 2021**. To participate, you will need to create or log in to your [Healthier U Connections](http://www.calhrwellness.com/) account. (Registration Code: **Wellness2021**)

**Resources**

The following resources are available in the [2021 Open Enrollment Announcement:](https://benefitsprograms.info/pdf/OE%20State%20Employee%20Announcement.pdf)

* What’s Changing for 2022
* 2022 Plan Information
* Benefits Calculator
* Important Open Enrollment Reminders
* 2022 Dental and Vision Plan Premiums
* 2022 CoBEN Allowance and Employer Health Benefit Contributions by BU

**Contact**

If you have any questions, please submit your question via the [Ask HR ticketing system](https://helpdesk.wildlife.ca.gov/CherwellPortal/HR?_=188cedf7#0).