UNIVERSITY OF THE DISTRICT OF COLUMBIA

NOTICE: 110.736 DISTRIBUTION: All Sites

MEMORANDUM TO: University Community DATE: November 12, 2013

FROM: Office of Human Resources

SUBJECT: Open Enrollment for Federal and District Benefits

1. Purpose:
The purpose of this notice is to inform University employees of the Open Enrollment Period ("open season") for the Federal Employees Health Benefits (FEHB), the District of Columbia Employees Health Benefits (DCEHB), and other benefits Programs from November 11 through December 13, 2013.

During the Open Enrollment period, you can:

- Change your health plan coverage in the District of Columbia Employees Health Benefits (DCEHB) Program or the Federal Employees Health Benefits (FEHB) Program;
- Enroll in the Short-term and/or Long-term Disability Insurance program(s) with Standard Insurance;
- Choose either an HMO or a PPO Dental plan;
- Set up Flexible Spending Accounts (FSAs) for 2014 to pay out-of-pocket health care and/or dependent care expenses with before tax dollars;
- Set up Flexible Spending Accounts (FSAs) for 2014 to pay for commuter benefits, transit and parking expenses with before tax dollars;
- Add new dependents to your health insurance plans.
- Enroll or make changes to AFLAC Indemnity Plans (AFLAC)

2. Retired Annuitants with Federal benefits will be allowed to change from one plan to another, from high option or standard option to basic option, cancel or suspend their health insurance plan. In addition, retirees with FEHB will have the opportunity to enroll in a dental plan; however, it will be your responsibility to pay your premium directly to the carrier. Changes will become effective January 1, 2014.
Please Note:

- Eligible employees interested in participating in a health care and/or dependent care flexible spending account must enroll or re-enroll to participate in the program for 2014. The maximum amount for health care is $2,500 and maximum amount for dependent care is $5,000. Once enrolled, employees may not change their election, unless there is a qualifying event, such as: change in marital status; change in the number of dependents, etc.

- Eligible employees interested in participating in a commuter transit and/or parking flexible spending account must enroll or re-enroll to participate in the program for 2014. The maximum amount for transit is $130 per month and the maximum amount for parking is $250 per month. Once enrolled, an employee may make changes to the amount deducted not to exceed the maximum amount or cancel.

- If you want to maintain your current level of coverage for the health benefits and short-term disability programs for 2014, you do not need to do anything; your enrollment will continue automatically.

- Eligible employees interested in participating in the AFLAC Indemnity Plans (AFLAC) must enroll during the open enrollment period through an AFLAC representative. Employees already enrolled may make changes or cancel the plan during this period. Deductions for AFLAC are done on an after-tax basis. Employees may visit with an AFLAC representative at UDC health fair held on December 5, 2013 or call (202) 379-4755.

- Eligible employees may enroll themselves and eligible family members in a health insurance plan offered under the DCEHB Programs. For the purpose of this instruction notice, an “eligible family member” means: (a) spouse; (b) domestic partner; (c) children under the age of 26, including legally adopted children, stepchildren, foster children, and recognized natural (born out of wedlock) children.

3. Submission of Documentation of Family Coverage:
(a) An employee who is enrolling or changing to “Self + 1 or Family” under the DCEHB, or “Self and Family” under the FEHB shall submit the following proof of eligibility of the family member(s) to the Office of Human Resources as applicable:

1. Spouse: Marriage certificate;

2. Domestic Partner: Copy of domestic partnership certification;

3. Biological child: Copy of birth certificate;

4. Adopted Child: Copy of adoption or placement for adoption papers;

5. Step Child: Birth certificate*, copy of marriage certificate, divorce decree or custody papers;
(6) Foster Child: Original foster child certification and copy of documentation of regular and substantial support of the child. (See section 6(b) below of this notice for examples of documentation of regular and substantial support);

(7) Disabled Child: Medical verification of disability prior to age 26; or

(8) Legal Custody: Copy of court order granting legal custody.

*Document(s) must show plan member or spouse/domestic partner as parent.

(b) More than one of the following proofs may be required to show support of a recognized natural child who does not live with the enrollee in a regular parent-child relationship and for whom a judicial determination of support has not been obtained.

(1) Evidence of eligibility as a dependent child for benefits under other State or Federal programs;

(2) Proof of inclusion of the child as a dependent on the enrollee's income tax returns;

(3) Canceled checks, money orders, or receipts for periodic payments from the enrollee for or on behalf of the child;

(4) Evidence of goods or services which show regular and substantial contributions of considerable value; or

(5) Any other evidence which OHR shall find to be sufficient proof of support or of paternity or maternity.

(c) Employees must submit copies of supporting documentation, as outlined in section 3 in this instruction notice, **within 60 days** of health benefits enrollment/change. Documentation can be delivered to the UDC Office of Human Resources on Tuesday or Thursday from 10:00 a.m. to 12:00 p.m. or from 2:00 p.m. to 4:00 p.m., or via email at hrogers@udc.edu. Failure to submit supporting documentation may result in cancellation of health insurance benefits. Moreover, be aware that the submission of fraudulent documentation may result in disciplinary action up to and including removal and a lapse in coverage, and criminal prosecution.

4. **Benefits Fair**: The University is sponsoring an Open Enrollment Benefits Fair on December 5, 2013 in Building 38, Level B from 10:00 a.m. – 3:00 p.m. Supervisors are encouraged to allow eligible employees ample time to attend the Benefits Fair. Employees will have an opportunity to meet representatives from various plans, ask questions and receive valuable information, which will assist them in making decisions about retaining their present plan, changing to another plan or changing options within a plan.

For employees under the FEHB, the Office of Personnel Management (OPM) will not be printing or distributing FEHB Guides; however, the plan brochure will be available on the FEHB website: [www.opm.gov/insure/health](http://www.opm.gov/insure/health).

5. PeopleSoft Employee Self Service (ESS) Process
Eligible employees must enroll or make enrollment changes through Employee Self Service (ESS) in the PeopleSoft System no later than December 13, 2013. Employees can access ESS from any computer that has access to the Internet as follows:

(1) Go to your website browser and enter https://ess.dc.gov
(2) Click on Self Service;
(3) Click on Benefit Enrollment;
(4) Click on Select Button (Highlighted in Yellow);
(5) Begin selection of benefit plan offer listings (i.e., Health, Dental, Vision, etc.);
(6) After benefit selections have been made, Click on Continue Button at bottom of page;
(7) Return to bottom of page and click on Continue Button again;
(8) Return to bottom of page and click on Submit Button; then, and on the following page click on Submit Button.
(9) Retain Email Confirmation that will be sent to your government email box after clicking on Submit Button.

6. Additional Information:
Open Enrollment is the only time employees will be allowed to change from one plan to another or enroll in a plan. The effective dates for changes in the FEHB and DCEHB will be January 1, 2014 for all employees paid semi-monthly and January 12, 2014 for employee paid bi-weekly.

7. Failure to Enroll During the Open Season Enrollment Period (November 11 through December 13, 2013)
An employee who is eligible to participate in the District government’s benefits programs addressed in this instruction notice, but fails to enroll during open season will only be permitted to enroll after the open enrollment period if he or she has a Qualifying Life Event such as the birth of a child, marriage, etc.; or during next year’s open season.

8. Inquiries
Employee and annuitant questions may be directed to Ms. Hattie Rogers at (202) 274-5446, hrogers@udc.edu in the Office of Human Resources.

Myrtho M. Blanchard
Vice President of Human Resources