

NEWTOWN PUBLIC SCHOOLS
MEMORANDUM

DATE: May 19, 2023
TO: Eligible Employees
FROM: Denise Hornyak, Benefits Coordinator
SUBJECT: Medical/Dental/Voluntary Vision Insurance – Open Enrollment
Response Required by June 14th

Open enrollment will occur between **May 19th through June 14th** for medical, dental, and voluntary vision insurance coverage that will begin on July 1. **The 2023-24 employee premium contribution rates can be found by clicking the following link: [Medical/Dental Premium Rate Sheet](#).**

During this open enrollment period you will have the opportunity to:

- Maintain your current insurance coverage
- Add or cancel dependents
- Waive/decline the insurance
- Enroll for the first time

IF YOU WISH TO MAINTAIN YOUR CURRENT INSURANCE COVERAGE, YOU ARE NOT REQUIRED TO COMPLETE ANY FORMS.

- If you do not want to re-enroll in the medical (HSA plan), dental plan, and/or voluntary vision plan you **MUST** waive/decline coverage by completing the [Insurance Waiver Form](#).
- If you are choosing to add dependent(s) or to enroll in the medical (HSA plan), dental plan, and/or voluntary vision plan for the first time, you **MUST** complete the [Anthem Enrollment Form](#) and submit to Denise Hornyak.

Additionally, if adding dependent(s) or enrolling for the first time, the following must also be submitted:

<u>RELATIONSHIP</u>	<u>DOCUMENT REQUIRED</u>
SPOUSE	MARRIAGE CERTIFICATE
PARTY TO A CIVIL UNION	CIVIL UNION CERTIFICATE
DEPENDENT CHILD (UNDER AGE 21)	
BIRTH PARENT	BIRTH CERTIFICATE
LEGAL GUARDIAN	LEGAL GUARDIAN DOCUMENTATION
ADOPTIVE PARENT	ADOPTION DECREE OR BIRTH CERTIFICATE
STEP PARENT	TAX FORMS INDICATING CHILD IS CLAIMED AS A DEPENDENT
DEPENDENT CHILD (OVER AGE 21)	PROOF OF FULL-TIME STUDENT STATUS (DENTAL ONLY)
DISABLED CHILD (OVERAGE 26)	COMPLETED MEDICAL VERIFICATION FORM

- **If you are canceling a dependent you MUST complete an [Insurance Enrollment Change Form](#)**
- **If you are enrolled in Medicare A, your only insurance option is the HRA plan. If enrolled, you MUST contact Denise for further assistance.**
- **Employees or their spouses that are currently contributing to a FLEX Spending Medical Account are not eligible to enroll in an HSA. Please refer to additional information provided on the website regarding IRS regulations for HSA, Flex Medical Accounts, Medicare, and other insurance coverage with spouse.**

All forms MUST be completed by June 14th and forwarded to Denise Hornyak. If the appropriate form(s) are not completed by the deadline, you will automatically be enrolled in the same plan coverage you currently have.

Additional insurance plan information and forms can be found by accessing [Human Resources/Employee Benefits/Open Enrollment](#) page on our website.

PLEASE NOTE: The next open enrollment period will not occur until May/June 2024. Changes outside of the open enrollment period are only permitted if a qualified change in life status has occurred.

Payroll deductions will be taken in 18 equal payments between 9/22/23 and 5/31/2024.

For assistance, please email me at hornyakd@newtown.k12.ct.us or call (203) 270-4569.