

2024 Open Enrollment Steps/Checklist

Review

- Check out the [2024 Open Enrollment website](#).
- Read the 2024-2025 Annual Open Enrollment Memo. *Document can be found on the 2024 Open Enrollment website.*
- Review the 2024-2025 Employee Health Benefits Guide. *Document can be found on the 2024 Open Enrollment website and in BenefitBridge.*
- Review the Frequently Asked Questions document. *Document can be found on the 2024 Open Enrollment website.*
- Review the new monthly employee payroll deductions for the new plan year. *This can be found in the 2024 Annual Open Enrollment Memo, 2024-2025 Employee Health Benefits Guide, and in BenefitBridge.*

Next Steps

- Log into BenefitBridge and review your elections and make changes, as needed, no later than 4:30 PM on August 30, 2024.
 - Medical Plan Review (in BenefitBridge)
 - Review and compare the medical plan offerings and costs.
 - Decide and elect which medical plan best suits you and your family.
 - Dental Plan Review (in BenefitBridge)
 - Review the 2024-2025 Ameritas dental plan benefit summary.
 - Vision Plan Review (in BenefitBridge)
 - Review the 2024-2025 VSP vision plan benefit summary.
 - Dependent Enrollment Review (in BenefitBridge)
 - Review dependents currently enrolled on your health insurance plans.
 - If you need to make changes to your enrolled dependents, you will need to complete the dependent change in BenefitBridge under the dependent tab.
 - If you are adding a dependent, you must submit the required supporting documents to verify eligibility.

Dependent Type	Supporting Dependent Documents Needed
Legally Married Spouse	<ol style="list-style-type: none"> 1. Prior year's Federal Tax Form that shows the couple was married (financial information may be blocked out). 2. Copy of the legal certified marriage certificate 3. Copy of the Spouse's social security card
Registered Domestic Partner (RDP)	<ol style="list-style-type: none"> 4. Copy of the Certificate of Registered Domestic Partnership issued by State of California 5. Copy of RDP's social security card
Biological Child(ren)	<ol style="list-style-type: none"> 1. Copy of the legal certified birth certificate(s) 2. Copy of the child's social security card
Stepchild(ren)	<ol style="list-style-type: none"> 1. Copy of the legal certified birth certificate(s) naming the current legally, married spouse or RDP as the child's biological parent 2. Copy of the child's social security card
Foster child(ren), legal guardianship, or grandchild(ren)	<ol style="list-style-type: none"> 1. Copy of the legal birth certificate(s) 2. Copy of the legal adoption documentation 3. Copy of the child's social security card 4. Copy of legal US Court documentation establishing guardianship

- Life Insurance Plan Review and Beneficiary Designations (in BenefitBridge)
 - Review the VOYA Life Insurance plan benefit summary.
 - Review your beneficiary information and update, if necessary.

- Voluntary Long-Term Disability Insurance Review (in BenefitBridge)
 - If you are currently enrolled in the plan, calculate what your new monthly premium will be effective 10/1/2024. *The rate calculator is in the benefit summary.*
 - If you are not enrolled, and wish to apply for coverage, please complete the election in BenefitBridge, no later than 4:30 PM on August 30, 2024.
 - Download and complete the required Evidence of Insurability (EOI) form and submit it to ReliaStar/VOYA no later than August 30, 2024. **Failure to submit the EOI form to VOYA will result in denial due to an incomplete application.** *(It is recommended to save a copy of the EOI form and submission information for your records).*
 - Upon receiving your EOI form, VOYA will review and may request additional information from you directly.
 - ReliaStar/VOYA will notify you, as well as the District, if you are approved or denied for the voluntary LTD coverage. Should you be approved, the benefits and payroll deductions will become effective the first of the following month from date of approval. Please note this process may take several months. For status updates reach out to ReliaStar/VOYA directly.

- Check Approval/Denial of your Elections in BenefitBridge

If you submitted changes in BenefitBridge, every Friday during the open enrollment period, the District Human Resources benefits staff will review and approve/deny open enrollment changes submitted that week.

 - Once approved or denied a new message will be sent to the BenefitBridge message center with more details. If your elections were submitted properly there will be a submission confirmation. If your elections were denied, be sure to review the accompanying note to correct and resubmit your open enrollment benefit elections no later than 4:30 PM on August 30, 2024.

**Please note the benefits team may not send direct communication of a denial or approval. It is your responsibility to check the message center for your open enrollment election status.*

Flexible Spending Accounts Review

- [Click here](#) to review the Flexible Spending Accounts offered by American Fidelity.
- If you wish to enroll or re-enroll in a Flexible Spending Account for plan year 10/1/2024 – 9/30/2025, [click here to schedule your appointment online](#) with American Fidelity to make your election. *Note: If you are currently enrolled in a Flexible Spending Account, per IRS regulation it does not automatically renew, you must meet with American Fidelity to re-enroll for the next plan year.*

Voluntary Benefits Review

- If you are currently enrolled in any voluntary products, please review your benefits such as critical illness insurance, supplemental life insurance, short-term disability, cancer insurance, accident insurance, etc. If you have questions about your currently elected voluntary benefits, contact the vendor directly.
- If you wish to enroll in a voluntary benefit product, please contact the appropriate vendor, [AFLAC](#) or [American Fidelity](#).

- If you wish to make changes to or cancel your voluntary benefit product, please contact the appropriate vendor, [AFLAC](#) or [American Fidelity](#).

Questions?

Email us at benefits@sccd.edu or call us at (559) 243-7100. *Please allow 24-48 hours for a response.*