MEMORANDUM

TO: Benefits Eligible Faculty and Staff

FROM: Sheila Hobson  
        Senior Director of Human Resources

DATE: October 13, 2014

SUBJECT: Open Enrollment for Benefits Effective Oct. 15, 2014 to Nov. 14, 2014

The Open Enrollment for Maryland State Benefits is scheduled for October 15, 2014 to November 14, 2014. Unlike previous Open Enrollments, there will be no Interactive Voice Response (IVR) available this year and no correction period. Changes made during this time will be effective January 1, 2015.

All enrollment forms must be returned to the Office of Human Resources by November 14, 2014. Enrollment forms will not be accepted after November 14, 2014.

If you are not making any changes to your current elections, you DO NOT need to do anything. However, if you want to make changes to your current elections, you must complete the enrollment form enclosed in the attached packet. If you wish to continue with your Flexible Spending Account, you must re-enroll even if you are not making a change to your health plan. Failure to do so will result in a termination of your Flexible Spending Account.

You must also enroll in a new plan if you were previously in a Point of Service (POS) Plan, Aetna, or United Concordia DHMO. These plans have been discontinued with the State of Maryland; therefore, you must enroll in another plan or you will not have coverage on January 1, 2015.

The following will set forth pertinent information concerning the Open Enrollment period:

- Kaiser Permanente Integrated Health Model (IHM) is a new medical plan option.
- There is a New Wellness Program which will require your proactive participation with your doctor or you will lose out on some savings and will be required to pay annual fees.
• Note: You may continue covering your dependent(s) on your health plan up to age 26. If you cover grandchildren or legal wards that are 25 or older and not disabled, post-tax deductions and imputed income may apply under your benefit elections. You will only be able to drop your dependents during Open Enrollment unless there is a qualifying event.

• United Concordia DPPO has increased its plan year maximum from $1,500 to $2,500 effective January 1, 2015.

• Delta Dental is the new DHMO plan provider.

• If dependents are added to your benefits during Open Enrollment, you must complete the appropriate affidavit and submit required supporting documentation such as birth certificate and/or marriage license to Vanessa L. Paul, Benefits Coordinator. The affidavit is located on the Human Resources website or you may pick-up the form in the Office of Human Resources.

• If you were hired after August 24, 2014 and are enrolled in the State health benefit plan, you will not receive a Benefits Package for Open Enrollment from the State of Maryland. Your “Summary Statement of Benefits Elections for 2014” will be provided by Vanessa L. Paul, Benefits Coordinator, along with enrollment forms, rate sheet and a copy of the Guide to your Health Benefits Booklet.

• Again, you must re-enroll in Flexible Spending Account even if you are not making a change to your health plan. The maximum amount you can contribute during the year for Health Care is $2,500 and Daycare is $5,000.

• We encourage you to attend one of the following benefits workshops, no RSVP is necessary:

  Tuesday, October 14  2-3 p.m.  Library, Special Collections
  Friday, October 17   10-11 a.m.  Student Center, Baltimore Room
  Monday, October 20   10-11 a.m.  Student Center, Baltimore Room
  Thursday, November 6  3-4 p.m.  Student Center, Baltimore Room

Finally, the Department of Budget and Management’s Website contains Open Enrollment information with links and phone numbers for all vendors. Please refer to the website- www.dbm.maryland.gov/benefits.

If you have any further questions, feel free to contact, Vanessa L. Paul in the Office of Human Resources at 301-860-3452.