

****ACTION REQUIRED FOR ALL BENEFIT ELIGIBLE EMPLOYEES****

2019 Annual Benefits Open Enrollment ~May 6 - May 24, 2019

For July 1, 2019-June 30, 2020 Plan Year

The District, in conjunction with CSEBA, has partnered with BenefitFocus to provide a web based self-service portal for Health and Welfare Benefits.

All benefit eligible employees must complete open enrollment via the BenefitFocus on-line platform. Click on this link, <https://secure2.benefitfocus.com>, to be directed to the BenefitFocus login/registration page.

Once you have registered and logged in, you will be able to access the information needed to make your benefit elections for the 2019-2020 plan year.

Additional information regarding benefit changes for 2019-2020 can be found on the District web site at <http://www.etiwanda.org/oe/>.

Please review plan designs and/or rates ***carefully*** before making your benefit choices.

- All employees must log in to BenefitFocus and complete the open enrollment process no later than May 24th, 2019.
Important: You are *required* to enter Social Security numbers for all eligible dependents you wish to enroll.
- All employees who are retiring or resigning at the end of the 2018-2019 school year, or by July 15th, 2019, must complete open enrollment to ensure continuation of coverage through August 31st, 2019.
- All benefit changes and rates are effective July 1st, 2019.

Beginning Wednesday, May 8th, the Payroll Department staff will be available to assist employees in completing the on-line Open Enrollment process. Please refer to the attached schedule for additional information. Benefit vendors ***will not*** be present.

IMPORTANT: Employees, who wish to enroll in, continue or make changes to Medical Reimbursement and/or Dependent Day Care Accounts for the 2019-2020 benefit year, ***must*** schedule an appointment with an **American Fidelity Representative**.

To schedule an appointment, please contact the Secretary at your work location.

District Office employees may call American Fidelity at (800) 365-9180, ext. 0 to schedule an appointment or log on to <https://benefits.americanfidelity.com/etiwanda-sd/> to schedule an appointment.

NOTE: Employees who waive their right to purchase medical insurance through the District must provide acceptable proof of **group** Medical coverage equivalent to minimum affordable coverage as defined by The Affordable Care Act. For additional information, please refer to the "Acceptable Documentation for Proof of Coverage" and "Health Insurance Verification" forms attached to this e-mail.

**COMPLETE OPEN ENROLLMENT
BY MAY 24th, 2019**