

It is that time of year for Open Enrollment. Beginning **September 11, 2017 to October 6, 2017**, you can switch health care plans and add or delete dependents for a January 1, 2018 effective date. This year changes and new elections will be made on [ESS \(Employee Self-Serve\)](#). If you are not making any changes you do not need to do anything. Your plan will remain the same into 2018.

Open Enrollment Overview – making changes to your health coverage during open enrollment. Please click [HERE](#) to view the CalPERS plan summary for 2018. Western Health Advantage is a new plan offered by CalPERS.

2018 Employee Rates – Please review carefully there have been increases and decreases for some of the health benefit plans for 2018. Click [HERE](#) for the 2018 rates.

11-month rates: Because the rates change in the middle of the school year, the additional amount collected for the July health payment is a calculation of the August to December rates and then the new rates from January to June. If you change plans in 2018 the rates will be different than what is on the rate sheet.

PLAN CHANGE ONLY

If you are changing plans only but not adding or deleting dependents – no documents or forms are required. Just make your new selection in ESS – it is fast and easy! Click [HERE](#) for instructions.

ADD/DELETING DEPENDENTS

If you are adding dependents (spouse and/or children) and changing plans or type of coverage (employee only, employee + 1, or Family) you will need to:

1. Make your plan and/or coverage change in ESS;
2. Submit an enrollment form with the dependent information listed; and
3. Upload supporting documentation (birth certificates and/or marriage license).

CASH IN LIEU

If you wish to decline benefits and select Cash in Lieu this year please login to ESS and select “I DECLINE” for your benefit plan selection. Use the Health Plan Enrollment form and select “Cash in Lieu” and upload documentation showing other group coverage (Covered California and Medical do not qualify). You will not be allowed to switch to Cash in Lieu unless you show proof of other group health plan coverage.

You may also visit the Benefits office to drop off required dependent documentation located at:

Human Resources
1108 Bissell Avenue
Richmond, CA 94801

M, T, Th, F – 8:30 am to 4:30 pm
Wednesdays – 9:30 am to 4:30 pm

Click [HERE](#) for the Health Plan Enrollment Form (use only for adding or deleting dependents only)

Click [HERE](#) for the Dental/VSP Enrollment Form

Marci Williams
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