



OPEN ENROLLMENT 2019-2020

Trumbull Public Schools

OPEN ENROLLMENT DATES

FOR ACTIVE EMPLOYEES (DO NOT FORWARD TO RETIREES!)

May 20 – June 7, 2019

It's *that* time ...
Benefits
OPEN
ENROLLMENT



OPEN ENROLLMENT 2019-2020

TWO STEPS!

1. ***Completing a quick and easy on-line form*** - EVERY EMPLOYEE needs to complete the online benefits election form, and
2. ***Completing and returning enrollment forms IF required***:

Submit original signed forms along with any required supporting documentation by 6/07/19 to:

Long Hill Insurance Dept – Attn: Christine Madden

We will not accept faxed copies, emails, or scanned copies of enrollment forms.

STEP 1 : ONLINE BENEFITS ENROLLMENT FORM

Who Has to Complete	HOW DO I FIND THE FORM?
ALL EMPLOYEES eligible for benefits whether you are making changes or not	<ol style="list-style-type: none">1. Using the link provided below*, or2. On the TPS website Staff→Payroll & Insurance→Insurance
* Employees without district email or access to a computer may contact Christine Madden at x4349 for assistance in accessing the forms and documents needed to complete open enrollment	Open Enrollment Elections Form ← Click Here

STEP 2: FORMS/DOCUMENTS NEEDED

BENEFIT ENROLLMENT SELECTION	DOCUMENTS TO BE RETURNED
Making NO changes to existing Medical, Dental and/or Vision Coverage	1. NO ADDITIONAL FORMS NEEDED
Enrolling/Terminating/Changing Medical, Dental and/or Vision Coverage for 2019-20	1. CT Partnership Plan 2.0 Enrollment Form 2. Pre-Tax/Post Tax Election Form 3. New Dependent Enrollment - Copy of Marriage License and/or Birth Certificate(s) of child(ren)
Waiving both Medical & Dental Coverage	1. Health Waiver Form 2019-20 2. Eligible Dependent Docs - Copy of Marriage License and/or Birth Certificates of children <u>if not already on file</u>
Enrolling in 2019-20 Flexible Spending Account (FSA) – Med Reimb and/or Dependent Daycare Account (Not avail under FS, CM or TPA contacts)	1. TR Paul FSA Enrollment Form 2019-20
Applying For Voluntary Employee Life, Spouse Life, Child Life, and/or LTD coverage	1. Anthem Vol Grp Term Life & LTD Enrollment Form 2. Anthem Evidence of Insurability Form

WHERE DO I FIND ENROLLMENT FORMS?

All 2019-2020 forms can be found on the Insurance page of the TPS website:

<https://www.trumbullps.org/staff/payroll-insurance/insurance.html>

STAFF → PAYROLL & INSURANCE → INSURANCE → OPEN ENROLLMENT 2019-2020

WHERE DO I SEND ENROLLMENT FORMS?

Forms may be interoffice mailed to Long Hill – Insurance Attn: Christine Madden or deposited in the locked Insurance Box in the Business Office at the Long Hill Administration Bldg. No scans or faxes will be accepted.

I HAVE QUESTIONS ??????

Look for the answer(s) in the Open Enrollment 2019-20 Frequently Asked Questions document (emailed and on the TPS website)

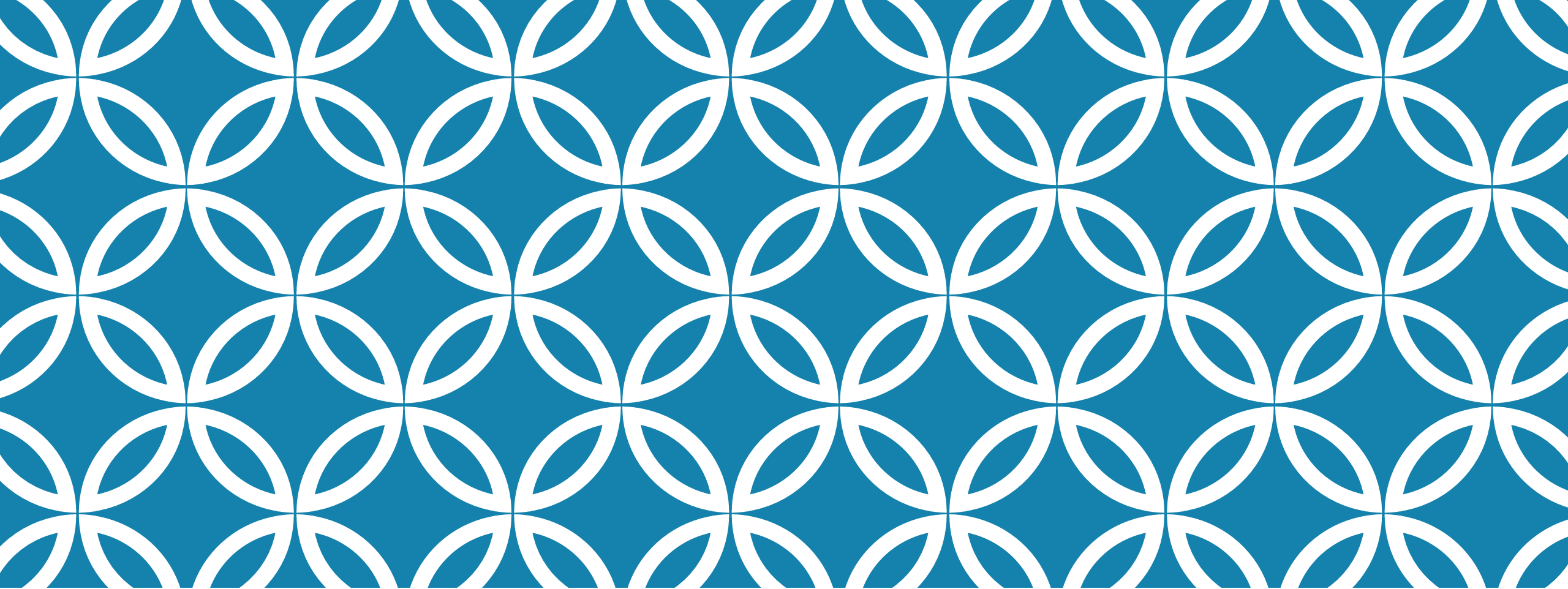
Question is not addressed

Check out the Insurance page of the TPS website! Most of your questions regarding coverages, rates, etc. are addressed here!

Staff → Payroll & Insurance → Insurance
<https://www.trumbullps.org/staff/payroll-insurance/insurance.html>

Information needed is not on the TPS website or is unclear

Email your question or concern to OpenEnrollment@trumbullps.org



OPEN ENROLLMENT DEADLINE:

JUNE 7, 2019