



OPEN ENROLLMENT 2020-2021

Trumbull Public Schools

OPEN ENROLLMENT DATES

FOR ACTIVE EMPLOYEES (DO NOT FORWARD TO RETIREES!)

May 29 – June 11, 2020

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



OPEN ENROLLMENT 2020-2021

TWO STEPS!

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

Submit original signed forms along with any required supporting documentation by 6/11/20 by mail to:

Trumbull Board of Education

Attn: Christine Madden - Insurance

6254 Main Street, Trumbull CT 06611

OR

PREFERRED - Due to COVID-19, we will accept emailed/scanned PDF copies only (No photos!) of enrollment forms. Please email them to OpenEnrollment@trumbullps.org Please put your Last Name and "FORM" in the email description line (ex. SMITH FORM)

DO NOT EMAIL OR CALL TO SEE IF WE RECEIVED YOUR FORM! YOU WILL RECEIVE AN EMAIL CONFIRMATION FROM US. PLEASE ALLOW 48-72 HOURS TO RECEIVE CONFIRMATION.

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
<p>Making NO changes to existing Medical, Dental and/or Vision Coverage</p>	<p>1. NO ADDITIONAL FORMS NEEDED!</p>
<p>Enrolling/Terminating/Changing Medical, Dental and/or Vision Coverage for 2020-21</p>	<ol style="list-style-type: none"> 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)
<p>Waiving both Medical & Dental Coverage</p>	<ol style="list-style-type: none"> 1. Health Waiver Form 2020-21 2. Eligible Dependent Docs - Copy of Marriage License and/or Birth Certificates of children <u>if not already on file</u>
<p>Enrolling in 2020-21 Flexible Spending Account (FSA) – Med Reimb and/or Dependent Daycare Account (Not avail under FS, CM or TPA contacts)</p>	<ol style="list-style-type: none"> 1. TR Paul FSA Enrollment Form 2020-21
<p>Applying For or Changing existing Voluntary Employee Life, Spouse Life, Child Life, and/or LTD coverage</p>	<ol style="list-style-type: none"> 1. Anthem Vol Grp Term Life & LTD Enrollment Form 2. Anthem Evidence of Insurability Form

WHERE DO I FIND ENROLLMENT FORMS?

All 2020-2021 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 2020-2021

WHERE DO I SEND ENROLLMENT FORMS?

Forms may be mailed to Long Hill – Trumbull Board of Education, Attn: Christine Madden- Insurance, 6254 Main Street, Trumbull CT 06611 or PDF copies (NO PHOTOS) can be emailed to OpenEnrollment@trumbullps.org with Your LAST NAME and FORM written in the description

I HAVE QUESTIONS ??????

Look for the answer(s) in the Open Enrollment 2020-21 Frequently Asked Questions document (emailed and on the TPS website)

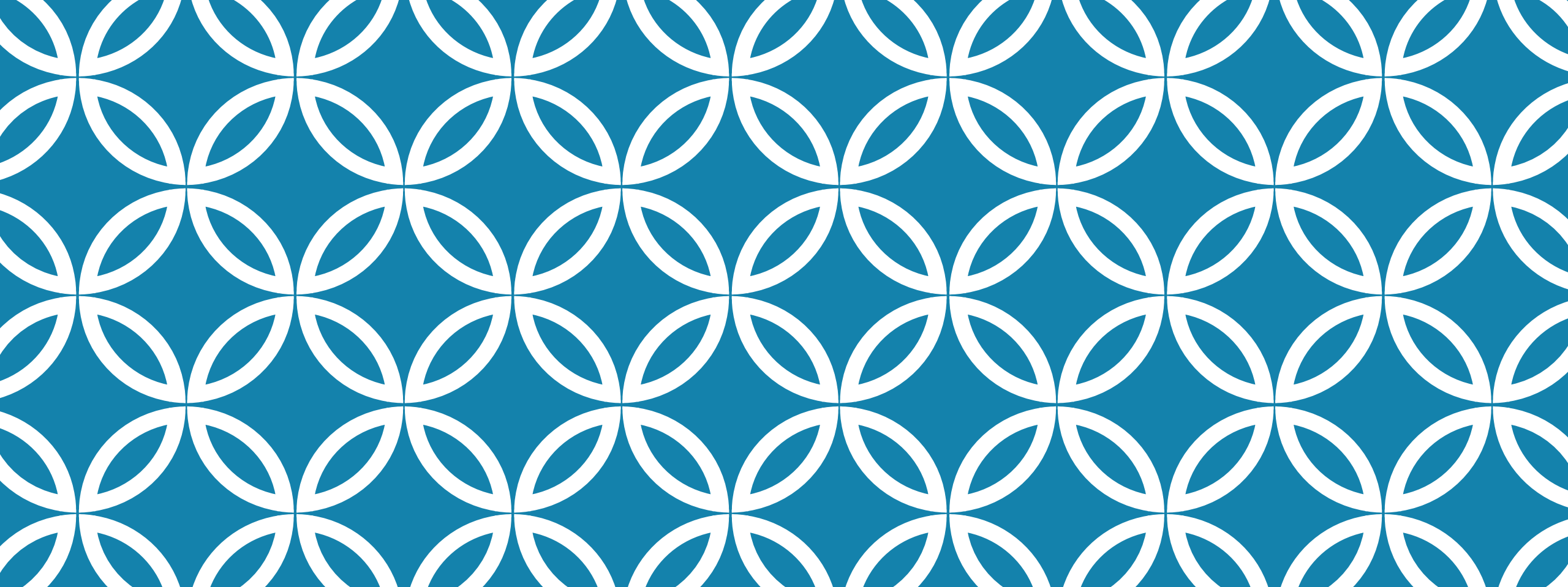
Question is not addressed

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 11, 2020