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Open Enrollment Has Begun!

Don't miss your chance to **make changes to your benefits!** Without a qualifying event, **Open Enrollment** is the only time you can change your health plan and add eligible dependents. (Retirees under age 65 may change to a lower coverage plan, as long as the employer offers that plan.)

How long does Open Enrollment last?

November 4 – November 22, 2018

When do the changes become effective?

January 1, 2019

Do I have to do anything if I don't want to make any changes?

No, if you have no changes to your medical, dental and vision plans, your current enrollments will roll over to the next year.

Do I have to fill out any forms?

If you change health plans, waive health coverage, or add/remove dependents from your medical, dental and vision plans, you must complete the [MCSIG Change Form](#) and provide any additional information required for the specific change.

Do I need to provide any documents?

If you add dependents to your coverage, you must provide supporting documentation for all dependents. The supporting documentation needed is based on the type of dependent you will be adding (copies, no originals):

1. Spouse: Certified marriage certificate and social security card
2. Child: Certified birth certificate and social security card
3. Domestic Partner:
 - Same Sex: State Certificate of Registered Domestic Partners and social security card
 - Opposite Sex: See list of eligibility requirements on the [District's Health and Welfare website](#).

Who Do I provide my forms to and who do I contact if I have additional questions?

Completed and signed MCSIG forms must be submitted to Human Resources by November 28th.

Contact Louann Raras at lraras@hartnell.edu with questions or to schedule an appointment via Google Calendar to discuss your enrollment options.

Who Do I call with questions about my plan benefits (deductible, coinsurance, contracted providers, etc.)?

Contact MCSIG Customer Service at (831) 755-8055 or (800) 287-1442.