Open Enrollment Begins Soon!

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. Early retirees (under age 65) may change plans, up to a level higher plan or to any lower plan - as long as the employer offers that plan.

How long does Open Enrollment last?
Signed and completed MCSIG Change forms will be processed by Human Resources from November 16 – November 27, 2021.

When do my changes become effective?
January 1, 2021

If I do not want to make any changes, do I have to do anything?
No, if you do not want to make changes to your medical, dental or vision plan enrollment, your current enrollment in these plans will stay the same and will roll over to the next year (2021).

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/documentation required for your specific change.

Your completed change form and any other required documentation must be submitted to Human Resources for processing between November 16 – 27, 2020.

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 the list of eligibility requirements on the District’s Health and Welfare webpage.

Can I join the CompleteCare Program if I’m an Opt-Out?
If you are currently enrolled in a non-MCSIG medical plan, you may enroll in the CompleteCare Medical Reimbursement Plan or enroll in any of the other MCSIG plans offered through your employer during Open Enrollment or if you experience a HIPAA qualifying event.

Who do I call if I have questions about my plan benefits (deductible, coinsurance, etc.)?
Call MCSIG Customer Service at (831) 755-8055 or (800) 287-1442.

Who do I send my completed and signed form to, including any documentation required by MCSIG?
Completed change forms and any required documentation must be submitted to Louann Raras (LRaras@hartnell.edu) or Alma Arriaga (AArriaga@hartnell.edu) for processing between Monday, November 16 and Friday, November 27, 2020.

Human Resources is required to submit all change forms and relevant documentation to MCSIG by Monday, November 30th.