

Bellmore-Merrick CHSD
Office of Personnel & Administration

MEMORANDUM

To: All Eligible Staff
From: Dr. Mara Bollettieri 
Deputy Superintendent
Re: **Open Enrollment & Important Buyout Procedure Information**
Date: October 24, 2016

Open enrollment begins **November 1, 2016 and ends December 31, 2016**. Your health plan options for the 2017 plan year are NYSHIP/Empire, HIP/Emblem I and HIP/Emblem II. You can find a benefit summary of the aforementioned plans on the district website:

http://www.bellmore-merrick.k12.ny.us/district/health_forms

DURING OPEN ENROLLMENT YOU HAVE THE OPPORTUNITY TO:

- Enroll in our plans, please refer to your contract for all eligible benefits
- Opt out of our plans and enroll in the buy-out for the 2017 plan year**
- Add eligible dependents or delete dependents.

All changes will be effective **January 1, 2017**. This is also an ideal time to update your Beneficiary information (all beneficiary forms can be found on the District website.)

**** EVEN IF YOU ARE ALREADY ENROLLED IN THE 2016 BUYOUT, IN ORDER TO OPT OUT OF THE HEALTH INSURANCE AND ENROLL IN THE DISTRICT BUYOUT FOR THE 2017 PLAN YEAR YOU MUST COMPLETE THE FOLLOWING FORMS:**

- HEALTH INSURANCE OPT-OUT ELECTION FORM 2017 PLAN YEAR
- AFFORDABLE CARE ACT (ACA) WAIVER

The buyout forms can be found on the District website, public folders, Main Office of all schools, and Personnel Office.

Failure to submit these forms during every open enrollment for the following plan year may result in a forfeit of your buyout for that plan year.

TO MAKE A CHANGE DURING OPEN ENROLLMENT:

1. Please contact Renee Jones at rjones@bellmore-merrick.k12.ny.us for the necessary enrollment paperwork.
2. Submit completed enrollment forms/applications to the Personnel Office by December 15, 2016.

Please note that it is your responsibility to check your paycheck/paystubs to make sure that the correct amounts are being deducted. Please contact the Personnel Office promptly in the event of any error or discrepancy with these deductions.

Please be advised that if you make a change during open enrollment, your initial payroll deduction may be a larger deduction to take the summer months into account.

If you do not want to make any changes to your health insurance during Open Enrollment, you do not need to do anything. Your current health benefits will remain unchanged.

Please keep in mind health benefit changes outside the enrollment period are ONLY permitted when a Qualifying Life Event (as defined by IRS Section 125) takes place. All changes must be made within 30 days of the qualifying event.

If you have any questions please call Renee Jones at 516-992-1013. Thank you.

MB/rj