



2021 Open Enrollment

September 28 – October 22, 2020

Elections are effective January 1 – December 31, 2021



Employees on Leave of Absence (LOA) during Open Enrollment

Employees on a LOA during Open Enrollment will receive an Open Enrollment packet by mail, including enrollment paperwork to return to the County Benefits Division. It's important to make sure your mailing address is up-to-date as the packet will be mailed to the address of record in PeopleSoft.

Important Things to Know:

- **If you waived medical coverage** in 2020 and want to continue to waive in 2021, you are required to complete and **return the medical waiver form** for 2021, furnished in the Open Enrollment LOA packet.
 - If you do not return the 2021 medical waiver form, your medical election will automatically be defaulted to the Kaiser HMO Employee Only plan. Excess Flex Credits, if any, will be deposited into a Health Reimbursement Account.
- **Spending Accounts will NOT carry over to next year.** Existing Health Care Flexible Spending Accounts (HCFA), Dependent Care Flexible Spending Accounts (DCFSA) and Health Savings Accounts (HSA) elections must be designated annually.
 - If you would like to contribute to a HCFA, DCFSA, or HSA, you must make your annual election on the **Personal Enrollment Worksheet** and return the form to Employee Benefits. These elections will not roll over!
- **Excess flex credits** (if any) **will default** into the appropriate reimbursement/spending account.

Completing Your Open Enrollment:

Complete your Open Enrollment elections using the documents provided in your packet:

- Your Personal Enrollment Worksheet
- Enrollment Change Form
- Medical Waiver Form (if applicable)

Return your completed packet:

- by email to: DHRBenefits.FGG@sdcounty.ca.gov
- or by mail to:
Employee Benefits Division
5530 Overland Avenue, Suite 210
San Diego, CA 92123

Reminders....

- **Spending Accounts** – You must re-enroll annually. This includes the Health Care Flexible Spending Account, Dependent Care Flexible Spending Account, and the Health Savings Account. If you do not re-enroll by listing your elections on the Personal Enrollment Worksheet, you will not have contributions into a spending account for 2021.
- **Waiving Medical Coverage** – If you waived your medical coverage in 2020 and want to continue to waive in 2021, you are required to participate in Open Enrollment. If you do not complete and return the medical waiver, your medical election will automatically be defaulted to the Kaiser HMO Employee Only Plan for the 2021 plan year. Excess Flex Credits, if any, will be deposited into a Health Reimbursement Account.
- **Prepare Your Dependent Documents Now** – If you wish to add a new dependent to any of your benefit plans, you will need to provide proof of relationship documents (e.g. marriage certificate for a spouse and birth certificates for children) by returning them with your enrollment forms.
- **Open Enrollment Elections** – must be completed and returned to Employee Benefits by using the forms provided in your packet: Your Personal Enrollment Worksheet, the Enrollment Change Form and the Medical Waiver Form (if applicable).

For more information, contact the Department of Human Resources Employee Benefits Division
Phone: 888-550-2203 or Email: DHRBenefits.FGG@sdcounty.ca.gov