



2024 Open Enrollment

October 2 – October 26, 2023

Elections are effective January 1 – December 31, 2024



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 2023 and want to continue to waive in 2024, you are required to complete and **return the medical waiver form** for 2024, included in the Open Enrollment LOA packet.
 - If you do not return the 2024 medical waiver form, your medical election will automatically be defaulted to the UHC HMO Alliance Employee Only plan. Excess Flex Credits, if any, will be deposited into a Health Reimbursement Account.
- **Spending Account elections will NOT carry over to next year.** Existing Health Care Flexible Spending Accounts (HCFSAs), Dependent Care Flexible Spending Accounts (DCFSAs) and Health Savings Accounts (HSA) elections must be designated annually.
 - If you would like to contribute to a HCFSAs, DCFSAs, 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.
- **Vacation** If you will be on vacation the **entire** open enrollment period, October 2 – October 26th and you want to make changes to your elections, please email us @ DHRBenefits.FGG@sdcounty.ca.gov
- **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.

Completing Your Open Enrollment:

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

- 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**

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