Open Enrollment Instructions

Open Enrollment – Active Employees

The Benefits Office is pleased to announce the Open Enrollment period for Kaiser Permanente.

Timeline for Open Enrollment with coverage effective February 1, 2015.

November 17: Open Enrollment begins.

December 3-4: Open Enrollment Workshops held in campus teleconference rooms. Representatives will be available in person at Kentfield, Learning Resource Center Room 53, and via satellite to the Indian Valley Campus, Building 11, Room 201 Wednesday, December 3rd 11:00 AM, 2:00 PM and also 3:00 PM (if needed) Thursday, December 4th 12:30 PM

December 12: Open Enrollment Closes; all forms are due to the Benefits Office at IVC.

This open enrollment period is for coverage effective February 1, 2015. New rates will be reflected on the January 2015 paychecks.

The Kaiser High Plan (Option 1) with $20 office visit co-pay will be changed to a similar Kaiser High Plan with a $20 office visit copayment. Emergency room visits will be $100 and prescription drug benefits will be $10 generic/$20 brand name. A chiropractic benefit is being added for 30 visits/year at $10 a visit.

The Kaiser Deductible HMO plan (Option 2) will not have changes to the current benefit design, except that a chiropractic benefit is being added for 30 visits/year at $10 a visit.

No action is needed for active employees who are:

• Currently enrolled in the Kaiser High Plan (Option 1), and wish to rollover into the new Kaiser High Plan (Option 1).
• Currently enrolled in the Kaiser Deductible HMO Plan (Option 2), and wish to rollover into the new Kaiser Deductible HMO Plan (Option 2).
• Currently enrolled in Blue Shield, and do not wish to change to Kaiser.
• Not adding new dependents into Kaiser coverage, for a February 1, 2015 effective date.

During this Open Enrollment Period, the following changes will be permitted:

1.) Current Kaiser members may change between either of the two Kaiser plans offered.
   o If you are an active employee currently enrolled in one of the Kaiser plans offered and want to change to the other Kaiser plan, you will need to submit a
signed Medical Plan Election Form, indicating your plan choice. No need to provide a new Kaiser Enrollment Form.

2.) Blue Shield members may enroll in one of the two Kaiser plans offered. **No Blue Shield additions or changes will be allowed until the next open enrollment.**
   - If you are an active employee currently enrolled in one of the Blue Shield plans offered by the College, and wish enroll in Kaiser, you will need to submit a signed Medical Plan Election Form, indicating your plan choice; PLUS, a completed, signed Kaiser Enrollment form.

3.) **If you are enrolling dependents who were not enrolled as of July 1, 2014, you will also need to provide documentation of dependent eligibility.** See section labeled Dependent Eligibility – Required Documents.

**Dependent Eligibility – Required Documents.**
- Spouse, Domestic Partner (AB205), or Domestic Partner (Non-AB205): In addition to the documentation listed below, a copy of last year’s tax return(s) (2013) will be required. Redact financial information and first five digits of SSN. If taxes were filed separately, a copy of both returns is required.
  - **Spouse** – Photocopy of the legal Certificate of Marriage or officiate-issued certificate
  - **Domestic Partner (AB205)** – Photocopy of a certified copy of the Declaration of Domestic Partnership that was filed with California Secretary of State (once filed, the form is stamped by the state)
  - **Domestic Partner (Non-AB205)** – Photocopy of a notarized copy of the Declaration of Domestic Partnership form
  - **Dependent Child** – Photocopy of the legal birth certificate, hospital certificate, adoption paperwork, or guardianship paperwork issued by a court (documentation must include both child and parents’ names and the dependent relationship to the employee must be clear). Grandchildren are only eligible if they are the employee/retiree’s dependent through adoption or legal guardianship.

As a large public entity purchasing pool of educational agencies, SISC requires dependent eligibility documentation to validate each dependent’s legal relationship to the employee. If you do not have copies of the required documents, you may contact the county recorder’s office in which the marriage or birth occurred.
Enrollments submitted with incomplete forms or missing documents will cause a delay in access to benefits.