



2017 MEDICAL AND VISION OPEN ENROLLMENT

The month of August is the Open Enrollment period for the District's medical and vision plans. If you would like to switch your medical coverage from one plan to another, or add eligible dependents to your medical and/or vision coverage, August is the time to complete the required forms.

Employees eligible to participate in the open enrollment include:

- Contract Faculty
- Classified employees with an FTE of 50% or greater
- Management employees with an FTE of 50% or greater
- Adjunct employees currently participating in the Adjunct Medical Benefits Program (medical only/no vision available)

All changes made during open enrollment will become effective October 1, 2017. Please review the complete renewal information available on the following pages.



2017 Enrollment Guidelines

Enrollment in a health plan begins the first of the month following the date of hire or triggering event. Changes made during Open Enrollment become effective October 1st.

Employees must provide proof of dependent eligibility when enrolling for the first time.

The documents listed below must be provided along with completed enrollment forms.

To enroll a spouse:

- Copy of a Marriage Certificate
- Copy of page one of Federal Tax Return (white out all income)

To enroll a domestic partner:

- Copy of Domestic Partner Affidavit or State of California Registration
- Copy of page one of both partner's Federal Tax Returns (white out all income)

To enroll a child:

- Copy of birth certificates for children up to age 26

Please be aware, if you choose to enroll in an ABHP plan you are not eligible to participate in the Flexible Savings Account (FSA) for out of pocket medical expenses.

The Summaries of Benefits listed on the following page are provided for comparison purposes. These summaries are designed to allow an employee to compare medical plan benefits.