FAQs – Open Enrollment 2015

Q. What are the Open Enrollment dates for 2015?

This year’s Open enrollment period is September 14, 2015 to October 9, 2015. *The effective date of all 2015 Open Enrollment transactions is January 1, 2016.*

Q. If I call or stop by the Benefits Office will someone be available to answer my questions about Open Enrollment?

Benefit and Retirement Services staff will be available for drop-ins during the following hours only:

**DROP IN HOURS**

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<th>Time</th>
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<td>Mondays</td>
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<td>Tuesdays</td>
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<td>Wednesdays</td>
<td>8 am to 10 am</td>
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<td>Thursdays</td>
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Please limit your drop in time to no more than 10 minutes. If you feel your questions will be more than 10 minutes please contact your Benefits Representative in order to better serve you.

Please find your representative by the first initial of your last name below:

- Carol Crociani  A - J  carolcro@sfsu.edu  415-338-2679
- Lizbeth Ortiz   K - T  liortiz@sfsu.edu  415-405-4004
- Nikki Onipede   U - Z  nonipede@sfsu.edu  415-338-7152
Please Note:
If you wish to submit Open Enrollment forms without speaking to a benefit representative, a bin will be available at the front reception area for form OE drop-offs. Please be sure to fill out a contact information slip so we can call you if there are any questions regarding your form(s).

Q. What kind of changes can I make during Open Enrollment?
During Open Enrollment, you can:
• Change your current Health Plan and/or Dental Plan
• Enroll in a Health Plan or Dental Plan if you do not currently have one and are eligible
• Enroll in or cancel a Flex Cash Plan
• Renew or enroll in the Flexible Spending Programs: Health Care Reimbursement Account (HCRA) and/or Dependent Care Reimbursement Account (DCRA)
• Add new dependents to your Health and/or Dental Plans with the proper supporting documentation.

Q. What online tools are available to help me evaluate health plan options?
There are many helpful tools such as: CalPERS Zip Code Finder, links to all online CalPERS Health Plans, links to evidence of coverage and Health Benefit Summaries on both the SFSU Benefits webpage and the CalPERS Health Benefit webpage to assist you in making the right choice for your health coverage. Please visit the SFSU HR home page and click on Open Enrollment Resources for further details.

SFSU HR
http://hr.sfsu.edu/whats-new/calpers-open-enrollment-starts-september-14

CalPERS Health Benefit web page for OE Information
https://www.calpers.ca.gov/page/active-members/health-benefits/eligibility-and-enrollment/open-enrollment
Q. I am currently receiving Flex Cash instead of benefits @ SFSU. I need to sign up for benefits this Open Enrollment. What forms do I need?

First, you will need to cancel your Flex Cash benefit. To do this, please fill out the Flex Cash Enrollment form as a cancellation. Next you will need the enrollment forms for Health and/or Dental plans. Please submit all forms together along with any supporting documentation to the Human Resources office.

Q. I want to enroll in an HMO plan. Do I select a primary care physician (PCP) or medical group?

When you enroll in, or change health plans to an HMO, you may have to select a new primary care provider (PCP) or medical group. Each family member may choose a different PCP and medical group. Each health plan's provider directory lists available PCPs and their specialties. Make sure the PCP you want will take you as a patient before selecting your health plan. Indicate your PCP selection on your Health Benefit Enrollment form.

If you do not select a PCP, the health plan will assign a PCP to you and each family member. PPO health plans do not require the selection of a PCP.

Q. Where do I find Open Enrollment Forms?

Forms for all Open Enrollment requests can be found on the Human Resources website under Open Enrollment Resources.

http://hr.sfsu.edu/whats-new/calpers-open-enrollment-starts-september-14

You can also pick them up at the Human Resources office located in the Administration Building Room 252.

Q. What type(s) of supporting documentation is needed?

Below are examples of the types of documentation needed for Health and/or Dental enrollments for dependents:
• Marriage Certificate (spouse)
• Certificate of Declaration of Domestic Partnership (Domestic Partner)
• Birth Certificate (Dependent Children)
• Adoption Certificate (Adopted Child)
• Affidavit of Eligibility for Economically Dependent Child

Please Note: Incomplete enrollment forms and/or enrollment forms submitted without the appropriate documentation will be returned to the employee unprocessed. Please be sure you include the proper documentation so as not to delay your Open Enrollment request.

Q. What is an economically dependent child?

An economically dependent child is described as a child under the age of 26 years for which the employee has established a financial responsibility or a parent-child relationship. There is an additional form you must complete to sign up an economic dependent that you must fill out (you must re-certify the coverage eligibility by filling out this form every year. Failure to do so will result in your economic dependent being dropped from coverage)

Q. Where do I submit the Open Enrollment forms?

You can turn them in to the Human Resources office located in the New Administration Building room 252. You can also mail them to: San Francisco State University  Attn: Benefit and Retirement Services 1600 Holloway Avenue  San Francisco, CA. 94132

Only completed forms with original signature and proper supporting documentation will be accepted. All Open Enrollment forms must be submitted no later than 5:00 pm on October 9, 2015.
Q: How much can I contribute to my Health Care Reimbursement Account (HCRA)?

The minimum monthly deduction is $20.00, and the maximum is $212.50, for a total of $2,550 per calendar year.

Q: How much can I contribute to my Dependent Care Reimbursement Account (DCRA)?

The minimum monthly deduction is $20.00, and the maximum is $416.66, for a total of $5,000 per calendar year.

Q: When will I receive new health cards?

Yes, the health plan carrier will mail new cards to your mailing address.

Q: I am not making any changes to my current health plan. Do I need to complete the open enrollment forms?

No forms are required if you have no changes to your health plans.

Q: I am a new hire and I just completed benefits enrollment forms. Am I required to participate in the Open Enrollment?

No forms are required if you do not have any changes to make to your health or dental plan. However, if you signed up for Health Care Reimbursement Account (HCRA) and/or Dependent Care Reimbursement Account (DCRA), you must submit new forms for the deductions to continue for 2016 calendar year.