



MCSIG
municipalities • colleges • schools
insurance group

Open Enrollment Begins Soon!

Don't miss your chance to **make changes to your benefits!** Without a qualifying event, **Open Enrollment** is the only time you can change your health plan and add eligible dependents. Early retirees may change to a lower coverage plan, as long as the employer offers that plan.

How long does Open Enrollment last?

October 15 – October 31, 2018

When do the changes become effective?

January 1, 2019

Do I have to do anything if I don't want to make any changes?

No, if you have no changes to your medical, dental and vision plans, your current enrollments will roll over to the next year.

Do I have to fill out any forms?

If you change health plans, waive health coverage, or add/remove dependents from your medical, dental and vision plans, you need to make these changes on Benefit Bridge.

Do I need to provide any documents?

If you add dependents to your coverage, you must provide supporting documentation for all dependents. The supporting documentation needed is based on the type of dependent you will be adding (copies, no originals):

1. Spouse: Certified marriage certificate and social security card
2. Child: Certified birth certificate and social security card
3. Domestic Partner:
 - Same Sex: State Certificate of Registered Domestic Partners and social security card
 - Opposite Sex: Please request list of eligibility requirements from your Employer Benefit Rep.

Who Do I provide my forms to and who do I contact if I have additional questions?

Michelle Sherwin, msherwin@juhsd.net, (650) 550-7966, or

Pat Ramos, patramos@juhsd.net, (650) 550-7955

Who Do I call if I have questions about my plan benefits (deductible, coinsurance, etc.)?

Call MCSIG Customer Service at (831) 755-8055 or (800) 287-1442.