Your 2017 Open Enrollment Checklist
Open Enrollment is May 1 – May 15, 2017

General instructions

Open enrollment elections can be made only by using the State Health Benefits Program Enrollment Form for Employees found at www.hr.vcu.edu/open-enrollment. The state employee health plan does not offer an online election method this year. Your open enrollment election form must be received by VCU Human Resources no later than the close of business of May 15, 2017 (5 p.m. EST). If you are returning the form by mail or campus mail, please allow time for receipt by the deadline. Faxes and email are accepted as described below. VCU is not authorized to grant exceptions to the state health plan open enrollment deadline.

- Don’t wait until the last minute – submit your elections as soon as you make your choices.
- Keep a copy of your election form, fax transmission confirmation, email transmission, and/or postmarked envelope as proof of your timely submission. Please submit your form by one method only.
- Hand delivery to the VCU Human Resources Welcome Center (600 West Franklin Street, Belvidere Street entrance) is strongly recommended.

Adding or re-adding eligible family members:
If you are adding (or re-adding) eligible family members, who are not currently covered, to your health plan during open enrollment, you must submit the required documents to VCU Benefits to prove the dependents are eligible – even if you have covered them in the past – by 5 p.m. on May 15, 2017. If you do not have the documents available, submit your enrollment form by 5 p.m. on May 15, 2017 to meet the election deadline, and your election will be held for 30 days or until the required documents are received by VCU Human Resources. After 30 days, in the absence of the required eligibility documents your election will be declined. The list of required dependent eligibility documents is available at www.hr.vcu.edu/open-enrollment.

A note about security:
For your own security, please do not use external internet email for materials that include social security numbers. Email within the VCU network is encrypted.

A step-by-step checklist

☐ 1. Enroll in a Flexible Spending Account (FSA) – if you wish to do so

- Current flexible spending accounts end on June 30, 2017 (claims will be processed only until September 2017) and will not be renewed. The final payroll deduction for the plan year will be on July 3, 2017.
  - If you wish to participate in the flexible spending program for the 2017-2018 plan year, you must enroll or re-enroll during open enrollment. If you enroll or re-enroll, the first payroll deduction for the new plan year will be on July 14, 2017.
- The health FSA limit is $2,600 for the new plan year (July 1, 2017 – June 30, 2018).
  - The dependent care FSA limit is $5,000 per household for the new plan year (July 1, 2017 – June 30, 2018) and depends on your tax-filing status. For more information, review the 2017-2018 Flexible Spending Accounts Sourcebook at www.hr.vcu.edu/open-enrollment.
- Choose a whole dollar amount (no cents) for your per-pay-period contribution.
  - The minimum whole dollar amount is $10 per pay period (NOTE: There are 24 pay periods in the plan year). To help you project costs, use the online calculators or FSA worksheet:
    - Online calculator for medical FSA: client.benefitadminsolutions.com/fsaestimator
Online calculator for dependent care FSA: benefitadmin solutions.com/dcapestimator/calculatedcap.aspx

The FSA worksheet is found at www.hr.vcu.edu/open-enrollment.

° Remember, if you choose the COVA HealthAware plan (see below), your health reimbursement arrangement (HRA) pays out-of-pocket medical, prescription and behavioral health costs first, before your FSA.

☐ 2. Choose Your Health Plan

• If you take no health plan action during open enrollment, your participation will remain with the same plan selection you have, with the same membership and with the same optional coverage buy-ups you had this year. Any changes in covered benefits or premiums will be applied to your membership automatically. Consult the Spotlight newsletter at www.hr.vcu.edu/open-enrollment for details about benefit and premium changes for the plan year July 1, 2017 – June 30, 2018.

• Use DHRM’s interactive Alex decision-making tool at http://www.myalexcom/cova/2017 to:
  ° project your plan year expenses under COVA Care (Anthem), COVA HealthAware (Aetna), and COVA High Deductible Health Plan (Anthem); and
  ° help you decide which plan to choose for the new plan year.

☐ 3. Choose Your Optional Coverage Buy-ups – if any

• Reminder: Primary dental services are not included in the basic COVA Care, COVA High Deductible or COVA HealthAware plans.
  ° Only preventive dental services (periodic cleanings, exams, x-rays) are covered in these basic plans.
  ° If you do not already have the expanded dental buy-up, you must add it during open enrollment if you want coverage for primary services (such as fillings, simple extractions and root canals) and major services (complex, restorative, orthodontic) for the new plan year.

• Decide whether to add or drop optional vision, hearing or out-of-network medical coverage for your plan.

☐ 4. Add or Remove Eligible Family Members – if you need to or wish to

• During open enrollment, you can add or drop eligible family members to/from your health plan for any reason or no reason at all. Family members removed during open enrollment are not offered Extended Coverage (COBRA).

• Proof-of-eligibility documents are required only if you are adding family members to your health plan. Eligibility documents are not required to continue coverage for family members currently on your plan.

☐ 5. Make Sure You Earn Your Premium Discount!

• Employees and/or their eligible enrolled spouses in COVA Care and COVA HealthAware can now earn premium rewards at any time during the plan year. To qualify for a premium reward this year, you must submit a completed or updated health assessment at www.myactivehealth.com/cova May 1, 2017 or later.

• If you are currently receiving and/or your spouse is receiving a premium reward, those reward(s) will end in June, 2017 unless a new or updated health assessment is completed May 1, 2017 or later.

• To qualify for a premium reward effective July, 2017 the health assessment must be completed no later than May 15, 2017.

• Health assessments submitted after May 15, 2017 are eligible to qualify for premium rewards on a prospective basis. Complete a health assessment by the 15th of the month to receive an award in about six weeks. Complete a health assessment after the 15th of the month to receive an award in about eight weeks:
Reminder: Your Employee ID for registering with [www.myactivehealth.com/cova](http://www.myactivehealth.com/cova) is 00+ the seven numerals in your health plan ID number. For example, if your health plan ID number is YTX1234567XU, your Employee ID for [www.myactivehealth.com/cova](http://www.myactivehealth.com/cova) is 001234567. For COVA HealthAware members whose health plan numbers already begin with 00, simply use your health plan ID number. Enrolled spouses use the same health plan ID number but must register at the site separately.

**For Active Health Assistance:** VCU does not approve Premium Rewards and cannot view your health activities or results. For assistance with the health assessment or biometric screening requirements, contact Active Health directly at (866) 938-0349.

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### This isn’t everything you need to know! Remember to…

- Review thoroughly the *Spotlight* newsletter at [www.hr.vcu.edu/open-enrollment](http://www.hr.vcu.edu/open-enrollment) and other open enrollment information you receive from DHRM.
- Watch the Open Enrollment video presentation at [www.hr.vcu.edu/open-enrollment](http://www.hr.vcu.edu/open-enrollment).
- If you would like ask questions in person, register to attend an Open Enrollment Q&A session. Following are VCU’s on-campus sessions:
  - **Monday, May 1, 2:00 p.m. to 3:30 p.m.,** Human Resources Training Building, 922 W. Grace Street, Room 115 (Monroe Park Campus). Register for this session at [https://training.vcu.edu/course_detail.asp?ID=15871](https://training.vcu.edu/course_detail.asp?ID=15871).
  - **Thursday, May 4, 9:00 a.m. to 10:30 a.m.,** Larrick Student Center, Jackson Ward Conference Room B (MCV Campus). Register for this session at [https://training.vcu.edu/course_detail.asp?ID=15870](https://training.vcu.edu/course_detail.asp?ID=15870).
  - **Friday, May 12, 9 a.m. to 10:30 a.m.,** Human Resources Training Building, 922 W. Grace Street, Room 115 (Monroe Park Campus). Register for this session at [https://training.vcu.edu/course_detail.asp?ID=15872](https://training.vcu.edu/course_detail.asp?ID=15872).

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### How to submit forms and documentation

Submit your open enrollment election forms and/or dependent documentation to VCU Human Resources:

- **Hand deliver (strongly recommended!):** Human Resources Welcome Center, Lindsey House, 600 West Franklin Street, Belvidere Street entrance
- **Campus mail:** VCU Benefits, P. O. Box 842511
- **Fax:** (804) 827-4728
- **Email:** benefits@vcu.edu (please do not use external Internet email for documents that include social security numbers)

### Questions?

Contact VCU Human Resources, Office of Benefits at (804) 827-1723 or benefits@vcu.edu.