



quick start summary 2016 annual benefits enrollment

Welcome to annual benefits enrollment for your County of Los Angeles *MegaFlex* benefits program.

Annual benefits enrollment is October 1 through October 31, with your benefit elections taking effect January 1, 2016.

Highlights for 2016

Premium Rates

County employees may see an increase in their monthly premium rates. You can find the premium rates for the new plan year on the Personalized Enrollment Worksheet you received with this summary.

Important Changes to Non-Elective Annual Leave

A new law required the County to change the way *MegaFlex* participants receive their non-elective annual leave hours. *MegaFlex* participants now have access to their paid time off more quickly.

Starting July 1, 2015, *MegaFlex* participants earn non-elective leave hours each pay period. On July 30, 2015, all *MegaFlex* participants received a “catch up” allotment of the non-elective annual leave hours they earned from January 1, 2015 to July 15, 2015; they will continue to earn four hours each pay period up to 80 hours for the calendar year.

By November 2015, most employees will have earned the maximum of 80 hours of non-elective annual leave for 2015, and will again start earning four hours each pay period on January 1, 2016. In the past, participants received the lump sum of 80 hours of non-elective annual leave each year on January 1.

Because you had access to your non-elective annual leave hours earlier than in the past, there is a possibility that you will use some or all of the hours by December 2015. If you plan to take time off in 2016, verify the banked and available non-elective annual leave hours and other leave benefits you have available for use.

Remember, you are earning non-elective annual leave hours each pay period. If you need additional days, you may need to consider purchasing elective annual leave days, which may only be purchased during this annual enrollment for 2016.

See page 4 of Enrollment Highlights Guide for more information.

Coverage for Eligible Dependents

If you add or remove dependents from your coverage, or change medical plans, you must submit the required documentation shown in the table below. See page 2 of the Enrollment Highlights Guide for dependent eligibility requirements.

SCENARIO	REQUIRED ACTION
Adding dependents removed during Dependent Eligibility Verification (DEV)	If you add a dependent who was removed through the verification process, you must provide the documents required during the DEV, including proof of current relationship status for a spouse or domestic partner.
Switching medical plans	Provide Social Security numbers (SSN) for all eligible family members.
Adding eligible family members	Provide SSNs and required documents (birth/adoption/marriage certificate, etc.) within 10 calendar days from the date you enroll. Your children must be under age 26. ¹
Family member not eligible for coverage	You must drop coverage for an individual who is no longer eligible (such as when you divorce or end a domestic partnership).

¹ Under age 18 for legal guardianship.

Medical Coverage Protection/Long-Term Disability (LTD) Health Insurance

You can enroll in 100% LTD health insurance every two years. Check your Personalized Enrollment Worksheet to see if you are eligible this year. See page 5 of the Enrollment Highlights Guide for eligibility rules.

Spending Accounts

You must enroll during annual benefits enrollment if you want to participate in a Health Care or Dependent Care Spending Account in 2016. Your current enrollment will not carry over to the next year.

For more information on Spending Accounts, see page 6 of the Enrollment Highlights Guide, or check out the Spending Account eMagazine on the homepage at mylacountybenefits.com.

easy as 1...2...3 (and 4)

1. Decide if you want to enroll or make changes

- Annual benefits enrollment is your chance to enroll in or change medical and dental plans as well as optional benefits, such as life, medical coverage protection (long-term disability health insurance), and accidental death and dismemberment insurance.
- Review your enrollment materials and your Personalized Enrollment Worksheet and use the information and tools available at mylacountybenefits.com.
- You must take action (enroll) every year to:
 - Purchase elective annual leave days.
 - Participate in a Health Care and/or Dependent Care Spending Account.
- If you make no changes, all current benefits will continue at 2016 premium rates **except** Health Care or Dependent Care Spending Accounts and elective annual leave.

2. Get ready to enroll

- You are required to provide Social Security numbers (SSNs) if you add eligible family members, or if you switch medical plans and your eligible family members' SSNs were not previously provided.
- Gather birth certificates and/or marriage certificate for family members you add to coverage.
- Visit mylacountybenefits.com for benefits and enrollment tutorials, Survivor Income Benefit Imputed Income, and Spending Account calculators.

3. Enroll October 1 through October 31, 2015

Online – mylacountybenefits.com

- Log in using your employee number and PIN (see your Personalized Enrollment Worksheet for your PIN).
- Follow the Enrollment Steps.
- Click the yellow confirmation button.
- Print your confirmation statement before logging off. If you cannot print, write down your confirmation number shown on the “Thank You” page.

By phone – 888-822-0487

- Follow the recorded instructions.
- Do not hang up until you hear “Your benefit elections have been confirmed and recorded,” and have written down your confirmation number.
- If you do not receive a confirmation statement in the mail within seven days from the date you enroll, call the Benefits Hotline at 213-388-9982.

Provide all required documentation to the County Benefits Plan Administrator within 10 calendar days from the date you enroll to guarantee coverage. If you add a dependent, please write your name, employee number, and your dependent's SSN on each document or certificate. You may submit your documents (or scanned files for upload or email) by:

- **Computer upload:** Use the “Upload” link in the “Documentation Required” section of your Enrollment Homepage
- **Email:** Attach scanned documents to email and send to documents@mylacountybenefits.com
- **Fax:** 310-788-8775
- **Mail:** Benefits Plan Administrator, P.O. Box 67128, Los Angeles, CA 90067

4. Other important information

- Review your 2016 benefits confirmation statement to ensure accuracy.
- You may not change your benefits after October 31, 2015, until the next annual benefits enrollment period.
Note: Mid-year coverage changes are allowed only for a qualified change in family status (e.g., marriage, divorce, birth, or adoption) or work situation that affects your benefits.
- **You MUST remove an ex-spouse, ex-domestic partner, and any other ineligible family members from your medical and dental coverage.** See the dependent eligibility section (page 2) in the *MegaFlex* Enrollment Highlights Guide for more information.
- The County reserves the right to take appropriate action against anyone who knowingly presents a false or fraudulent claim under the Plan, or who otherwise attempts to defraud the Plan, including (but not limited to) termination from participation in the Plan and of employment.
- If you have questions, call the Benefits Hotline Monday through Friday, 8 a.m. to 4 p.m., at 213-388-9982. During annual benefits enrollment, hours are extended to 5 p.m. and include Saturday, October 31, from 8 a.m. to 4 p.m.