

County of Los Angeles Employees

2019 ANNUAL BENEFITS ENROLLMENT IS NOW HERE!

Annual enrollment begins **October 1** and continues until midnight on **October 31**, for benefits effective on January 1, 2019. This is your opportunity to review your current benefits and enroll or make changes to your benefits for 2019! You should receive your annual enrollment packet in the mail by October 12, 2018, but if you already know your elections, you can enroll at any time.

Enroll Early and avoid the last minute rush!

HAVE NOT RECEIVED OR LOST YOUR 2019 ANNUAL ENROLLMENT PACKET?

You can view and print electronic copies of the Enrollment Materials. Go to <http://employee.hr.lacounty.gov>, click on 'Benefits' in the top navigation bar of this page, then click 'Benefit Plans' in the left navigation menu. Select your plan's tab: **Choices**, **Options**, **MegaFlex** or **Flex**. You may view or print each plan's Highlights Guide, Quick Start Summary, Medical and Dental Plans Comparison Chart and Summary Plan Description (SPD).

HOW TO ENROLL

You can use your computer, smartphone, or tablet to enroll at www.mylacountybenefits.com. The web enrollment system is optimized for Android and Apple devices. Or, you may use the telephone enrollment system. Enroll anytime 24 hours a day, seven days a week in October 2018.

Try enrolling using your smartphone or tablet! It's fast, easy and you can check your changes as you make them!

Online Enrollment

- Access the web enrollment system using your computer, smartphone or tablet by using your web browser to access the enrollment site at www.mylacountybenefits.com. If you can't use a computer or smart device at work or at home, visit your local library for access.
- Log in using your *employee number* and PIN. Effective October 1, we reset your PIN to a six-digit code reflecting the two-digit month and four-digit year of your birth (MMYYYY format). For example, if you were born in May 1962, your PIN would be 051962. You will then be asked to choose an eight-digit PIN, which you can use for the next 12 months.
- Follow the enrollment steps.
- Confirm your enrollment. Make sure to click the "Click here to CONFIRM my elections!" button on the Review Enrollment Summary page. If you don't, your elections will not be recorded and not go into effect on January 1, 2019.

- Print out or save your confirmation statement for your records. After confirming your elections, scroll down to the bottom of the 2019 confirmation statement and save or print a copy of the statement for your files.
- Review your statement and make sure your enrollment is correct.
- If your elections are not correct, you can start your enrollment again. Be sure to confirm your correct elections.

Unable to Enroll Online?

- You have the option to enroll using the phone. Access the telephone enrollment system at **1-888-822-0487**.
- Follow the recorded instructions
- Confirm your enrollment. Do not hang up until you hear: "Your benefit elections have been confirmed and recorded" and you hear a confirmation number. Be sure to write it down for future reference. You will receive a Confirmation Statement by mail within seven days.

Note: If you don't receive your statement within seven days after your most recent enrollment, call the telephone system at **1-888-822-0487** and request a confirmation statement.

TIP: The telephone enrollment system works best with regular touch-tone phones since cell phones and speakerphones create background noise that can interfere with the enrollment process.

REQUIRED DOCUMENTATION

If you add a spouse, domestic partner, or child, you must provide a Social Security number (SSN) and proof of dependent status (e.g., birth certificate, marriage certificate). Your enrollment is not complete until the Benefits Plan Administrator has received all required documents within 10 calendar days from the date you enroll. If you do not submit your documents by the deadline, your dependents will not be enrolled for 2019. Write your name, employee number and your dependent's SSN on each document or certificate, and submit by:

- **Document 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 5102, Cherry Hill, NJ 08034

IMPORTANT THINGS TO REMEMBER

DEPENDENT SOCIAL SECURITY NUMBER REQUIREMENT

During annual enrollment, be prepared to provide Social Security numbers for your family members if you change your medical plan or add dependents to your current plan. If you do not, your dependents will not be enrolled.

OPTIONS & CHOICES EMPLOYEES CURRENTLY WAIVING OR DECLINING MEDICAL COVERAGE

To waive or decline medical coverage for 2019, you must complete an enrollment and provide information on your other coverage during annual enrollment. If you do not submit new or updated information, or if your form is not approved, you will be automatically enrolled in a medical plan for 2019, and you will not be allowed to waive or decline coverage again until 2020. Remember, to continue waiving or declining medical coverage in 2019, YOU MUST TAKE ACTION! Refer to your enrollment packet for more details.

SPENDING ACCOUNTS

Your enrollment in the Health Care and Dependent Care Spending Accounts do not automatically roll over to the next year. You **MUST RE-ENROLL** during annual enrollment – even if you want to keep your contributions the same.

ELECTIVE ANNUAL LEAVE FOR MEGAFLEX PARTICIPANTS

Elective annual leave days do not automatically roll over to the next plan year. You must purchase elective annual leave days only during annual enrollment. If you do not elect to purchase days during annual enrollment or miss the deadline for annual enrollment, you will have no elective annual leave days for 2019.

DEPENDENT ELIGIBILITY VERIFICATION (DEV)

If you want to re-enroll a spouse who was dropped during the 2015 Dependent Eligibility Verification (DEV) process, you must provide: a marriage certificate AND proof of ongoing relationship, such as a recent monthly household bill, federal tax return (1040 form), or recent bank statement that lists your spouse's name and mailing address.

SUMMARY OF BENEFITS COVERAGE (SBC)

You can go to www.mylacountybenefits.com to download a copy of the SBC for each medical plan. The SBC, required by the Affordable Care Act, provides information on the benefits and costs associated with a plan. You may request a hard copy by calling the medical plan directly, see contact information provided in your enrollment packet.

DO YOU HAVE QUESTIONS?

The Benefits Hotline staff can help. In October, representatives are available Monday through Friday from 8 a.m. to 5 p.m. Call (213) 388-9982.