

# LOS ANGELES COUNTY 2016 ANNUAL BENEFITS ENROLLMENT IS NOW HERE!

Annual Benefits Enrollment began **October 1 and continues until midnight on October 31**, with your benefit elections taking effect January 1, 2016. This is your opportunity to review your current benefits and to enroll or make changes to your benefits for 2016! You should receive your Annual Benefits Enrollment packet in the mail by October 9, 2015.

## HAVE NOT RECEIVED OR LOST YOUR 2016 ANNUAL ENROLLMENT PACKET?

You can view and print electronic copies of the Enrollment Materials. Click on 'Employee 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, Rate Sheet (for *Choices* and *Options*), Medical and Dental Plans Comparison Chart and Summary Plan Description (SPD). (2016 SPDs will be available in November 2015).

## HOW TO ENROLL

You can enroll online or by phone, using either the web enrollment or telephone enrollment systems! Both systems are available 24 hours a day, seven days a week for the entire month of October 2015.

**Enroll Early** and avoid the last minute rush! Remember that both telephone and Web enrollment systems will shut down at midnight on October 31<sup>st</sup>.

***Try enrolling online! It's fast, easy and you'll see your changes as you make them! This year you can also enroll using a smart phone or tablet!***

### Online Enrollment

- Access the web enrollment system at [www.mylacountybenefits.com](http://www.mylacountybenefits.com). If you don't have access to a computer at work or at home, you can also visit your local library for access.
- Log in using your *employee number* and PIN. Effective October 1, the system 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 your 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 2016 elections will not be recorded.

- Print out your confirmation statement for your records. After confirming your elections, scroll down to the bottom of the 2016 confirmation statement and print a copy of the statement for your files.
- Review your statement and make sure your enrollment is correct.

### Telephone Enrollment

- 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 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, don't forget to provide a Social Security number and any required documents. Your enrollment is not complete until the County of Los Angeles Benefits Plan Administrator has received all required documents within 10 calendar days from the date you enroll. If you do not, your dependents will not be enrolled for 2016. You can submit your required documents to the Benefits Plan Administrator 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](mailto:documents@mylacountybenefits.com)
- **Fax:** 310-788-8775
- **Mail:** Benefits Plan Administrator, P.O. Box 67128, Los Angeles, CA 90067

Make sure to write your name, employee number and your dependents' SSN on each document or certificate you submit. If your required documents are received by the deadline and approved, your dependent's coverage will be effective on January 1, 2016.

### \*\*\*\*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 2016, you must 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 automatically be enrolled in a medical plan for 2016, and you will not be allowed to waive or decline coverage again until 2017. If you don't want County medical coverage in 2016, 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 carry over into the new plan year. You **MUST RE-ENROLL** during each annual enrollment period – even if you want to keep your contributions the same.

## MEGAFLEX EMPLOYEES' NON-ELECTIVE HOURS

Beginning, July 1, 2015, **MegaFlex** participants began receiving their earned non-elective leave hours each pay period, up to 80 hours a year. And, on July 30th, all **MegaFlex** participants received a “catch up” allotment of non-elective annual leave hours they earned from January 1, 2015 to July 15, 2015. Because **MegaFlex** participants had access to their non-elective leave hours earlier than in the past, participants might want to consider their banked and available non-elective leave hours and other leave benefits, when deciding whether to purchase Elective Annual Leave days during this annual benefits enrollment. Refer to your enrollment packet for more details.

## ELECTIVE ANNUAL LEAVE FOR MEGAFLEX PARTICIPANTS

Remember, you must enroll each year to purchase elective annual leave days. If you do not elect to purchase elective annual leave days during annual enrollment, they will not be renewed for 2016.

## DO YOU HAVE QUESTIONS?

The Benefits Hotline can help. In October, representatives are available Monday through Friday from 8 a.m. to 5 p.m., and on Saturday, October 31, from 8 a.m. to 4p.m. Call (213) 388-9982.

