

**From:** [HR-Benefit Services](#)  
**To:** [HR-Benefit Services](#)  
**Bcc:** [PAR Contacts](#)  
**Subject:** Open Enrollment closes Oct. 28 - Complete the OE Crossword Puzzle for a chance to win a prize  
**Date:** Thursday, October 20, 2022 9:48:00 AM

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**PAR Contacts – please distribute this email -----**

**2023 Open Enrollment ends Friday, October 28, 2022.** Your desired changes must be completed and submitted in eCAPS no later than 11:59 p.m. on Friday, October 28, 2022. Employees are advised to not wait until the last day of Open Enrollment to review benefits and make changes in case assistance is needed.

**Don't forget to complete the Open Enrollment [Crossword Puzzle](#) for the chance to win a prize.**

**Important Reminders**

- If you wish to participate/enroll/re-enroll in the Flexible Spending Account (FSA) or Dependent Care Assistance (DCA) programs in 2023, you **MUST** complete this election during Open Enrollment. Your enrollment in these benefits is not permitted to automatically rollover to 2023 or from plan year to plan year.
- If you need assistance from Benefit Services, [schedule an appointment using](#) our online appointment booking tool.
- The [Benefit Services webpage](#) includes important Open Enrollment information, including the Employee Benefits Handbook, presentations, videos, carrier information, and 2023 rate sheets.
- Each week, employees who attempted to make changes in Open Enrollment, but did not submit their changes, will be sent an email reminder stating you must complete your changes by clicking the Submit Enrollment button. If you receive one of these emails and need assistance with how to submit your changes, [schedule an appointment](#) for assistance.
- If newly electing or increasing Choice Supplemental Life Insurance coverage for 2023, the instructions for Evidence of Insurability (EOI) are [available online](#) or via the link on the right hand side of the Choice Supplemental Life x Salary Open Enrollment page under the Resources heading ([Medical History Statement link](#)).
- If you are adding new dependents to your health plan(s) for 2023, **your dependent verification documentation is due to Benefit Services by Friday, November 18, 2022. We do not accept submittals after this deadline.** A secure drop box is available outside the

Benefit Services office.

- If you are enrolled on a City medical plan in 2022 and will be dropping City medical coverage for 2023, [documentation showing proof of other group medical insurance for 2023 is due to Benefit Services by November 18, 2022](#). You will not be able to drop your City medical coverage in 2023 if you do not submit the required documentation by this deadline. A secure drop box is available outside the Benefit Services office.
- City employees cannot have duplicate/dual City medical coverage. Dual coverage for dental and vision coverage is permitted.  
Examples: 1) A City employee is the parent of another City employee (dependent). The dependent enrolls on the parent's City medical plan. The dependent may not also enroll on their own City medical plan. 2) Two City employees are married to each other: Employee A and Employee B. If Employee A adds Employee B to their medical plan, Employee B may not enroll separately on their own City medical plan.

Please note the Benefit Services team strives to respond to inquiries within 2 business days and each team member is assigned an average of 2,000 customers. Benefit Services is closed for walk-in service. Please [schedule an appointment](#) with a team member or contact your department's [assigned team member](#) directly via email if assistance is needed.

The [Benefit Services webpage](#) provides an abundance of resources for City benefits and health coverage options.

Best,

[Benefit Services Division](#)

Department of Human Resources

915 I Street, HCH, Plaza Level

Phone: 916-808-5665

[Team Member Assignments by Department](#)

2023 Open Enrollment is October 3-28, 2022! Remember all changes for the 2023 plan year must be completed by the close of Open Enrollment.