

**From:** [HR-Benefit Services](#)  
**To:** [HR-Benefit Services](#)  
**Bcc:** [PAR Contacts](#)  
**Subject:** Proof Documentation Submittal Deadline for 2023 OE changes is Friday, November 18  
**Date:** Wednesday, November 2, 2022 11:03:00 AM

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PAR Contacts – please distribute the following information regarding the upcoming deadline for employees to submit proof documentation required for certain Open Enrollment changes.

### **Important Upcoming Deadline!**

**The deadline to submit documents if you are newly waiving medical in 2023 or if you added new dependents to medical, dental, and/or vision during Open Enrollment is Friday, November 18, 2022.**

Proof of other *group* medical coverage is required if you opted to newly waive City medical insurance for 2023 during Open Enrollment.

The purchase of medical insurance through Covered California is not *group* coverage.

Proof of dependent eligibility is required if you added new dependents to any health coverage for 2023 if we do not have a copy of your proof documentation on file.

All proof documentation must be submitted to Benefit Services, 915 I Street, HCH, Plaza Level, on or before November 18, 2022, at 5:00 p.m.

A secure drop box is available outside the doors of the Benefit Services office on the Plaza Level of Historic City Hall.

- If proof documentation is not received by this deadline for newly waiving medical insurance, you will be automatically enrolled in the lowest cost HMO plan for 2023 with employee only coverage.
- If proof of dependent eligibility is not received by this deadline for newly added dependents, the dependent cannot be enrolled on a City health plan, and they will be removed.
- Refer to the [Acceptable Documents for Qualifying Life Events and Benefit Changes](#) for more detailed information about proof documentation requirements.

Open Enrollment for 2023 closed on Friday, October 28. To make changes to your benefits outside the annual Open Enrollment period, you must experience a Qualifying Life Event. Refer to the [Guide to Qualifying Life Events and Mid-Year Election Changes](#) to learn more about being able to make changes to your benefits outside of Open Enrollment and the associated deadlines to complete paperwork to change your benefits.

### [Benefit Services Division](#)

Department of Human Resources  
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