

HUMAN RESOURCES MEMORANDUM 22-017		DATE ISSUED: 09/16/2022
SUBJECT: 2022 Open Enrollment		REFERENCE: CalHR Open Enrollment
TO: All DGS Employees		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES

Purpose

The purpose of this memorandum is to provide employees information about the 2022 Open Enrollment.

Overview

The annual Open Enrollment period is September 19 through October 14, 2022. Enrollments and changes made during this open enrollment period are effective January 1, 2023.

During Open Enrollment, eligible employees may:

- Enroll, cancel and/or change health, dental, FlexElect reimbursement, and cash options. **For employees currently enrolled in health, dental and vision and not making changes, no action is required.**
- Enroll, cancel and/or change Group Long Term Disability Insurance, Basic Group Life Insurance & Supplemental Coverage, and Consolidated Benefits (CoBen) **(Excluded Employees only).**
- Enroll in a FlexElect Reimbursement account (i.e., medical, dependent care). Employees currently enrolled in FlexElect and want to continue participation in 2023, **must re-enroll during Open Enrollment.**

Process for Open Enrollment 2022

Open Enrollment forms will now be processed through Adobe Sign, which will allow employees to complete health, dental and FlexElect documents digitally.

Steps for Open Enrollment

1. Employees shall research plan coverage and premiums to determine the plan options. Resources are available on the [Open Enrollment 2022 Resources](#) SharePoint site.
2. Employees shall email the optional [Open Enrollment Document Request Form](#) to the Attendance Clerk (AC) or email the AC directly requesting the applicable Open Enrollment forms.
3. The AC will initiate an Adobe Sign Workflow for each form requested and send them directly via email to the employee for completion.
4. Employees shall complete applicable Open Enrollment forms through Adobe Sign before the Open Enrollment deadline, October 14, 2022, at 5:00 pm.

Note:

- Employees are required to complete documents with their full legal name.
- If employees are adding dependents to a health or dental plan, complete CalHR 781 Dependent Eligibility Checklist and attach supporting documentation directly to the checklist workflow for Office of Human Resources (OHR) review.

Changes for Miscellaneous Benefits 2023

Vision Plan Changes during Open Enrollment

Departments can no longer process VSP forms for Open Enrollment. Employees have the following options to enroll, make changes or cancel their coverage directly with VSP:

1. Enroll online at <https://stateofcaemployee.vspforme.com/>
2. Call **1 (800) 400-4569** to enroll with a VSP representative.
3. Complete the open enrollment form **VSP mailed** directly to your address on record.

Group Legal Services Changes during Open Enrollment

Departments can no longer process Group Legal Services forms for Open Enrollment. Employees have the following options to enroll, make changes or cancel their coverage directly with [ARAG](#):

1. Online: Visit araglegal.com to select a plan for individual or family. Follow the instructions to enroll.
2. Call **1 (866) 762-0972** for questions or to enroll with an ARAG Customer Care representative.
3. Complete the [Group Legal Enrollment Authorization Form](#) and mail or fax it to:

ARAG Insurance Company
500 Grand Avenue Suite 100
Des Moines, IA 50309-9958
Fax: (515) 246-8816

Note: Please retain a copy for your records.

Group Long Term Disability (LTD) Benefits – Excluded Employees ONLY

Departments can no longer process Group LDT benefit forms for Open Enrollment. Employees can visit the State of California Group LTD website for plan information at www.standard.com. Employees have the following options to enroll, make changes or cancel their coverage directly with Standard Insurance:

1. Online - Eligible state employees can enroll online by visiting [Standard Insurance Website](#) select the 'enroll now' tab and log in or create a new account.
2. Phone - To enroll by phone, please contact Standard Insurance at
3. **(971) 321-8150.**
4. Email - You may request an enrollment form by sending an email to socltforms@standard.com or by contacting California Department of Human Resources (CalHR) at ltd@calhr.ca.gov.

Mail completed forms to Standard Insurance Company at:

National Accounts SOC Team
Standard Insurance Company
900 SW Fifth Avenue
Portland, OR 97204-9805

Note: Please retain a copy for your records.

Attendance Clerk E-mail Encryption Instructions for Scanned Form Submission

Some DGS programs have employees that do not have reliable access to computers or a DGS email (desk-less workers). AC's will need to provide physical forms for these employees to complete. Once the forms are completed, the employee will provide the forms and any applicable supporting documents to their AC for review and submission to OHR.

1. Open Microsoft Outlook, compose a new e-mail message to DGSOpenEnrollment@dgs.ca.gov.
2. In the subject line of your e-mail, you must type encrypt, in parentheses, before your subject.
 - Example: (encrypt) John Doe Open Enrollment documents.
3. Attach the completed forms and applicable supporting documents to the e-mail. Include the employee's full name, agency, and unit in the body of the e-mail.
4. Click Send.

DGS and Client Agency Resources

1. [2022 Open Enrollment PowerPoint](#) for a summary of benefits, the 2023 changes and links to benefit websites.
2. Attend live virtual Question and Answer (Q&A) sessions via MS Teams hosted by OHR to learn about open enrollment options and get the answers you need for a successful Open Enrollment. Links to join the Q&A sessions will be provided via email during the week of the training.
 - September 27, 2022, at 10:00 am - 11:00 am
 - October 11, 2022, at 3:00 pm – 4:00 pm

Questions

If employees have questions not addressed in this memorandum, they are encouraged to contact their Attendance Clerk, supervisor and/or manager.

Dorthia Lampley, Assistant Chief
Office of Human Resources