

Open Enrollment – May 9 – 26, 2016

- The State Employee Benefits Committee presents your 2016 Open Enrollment information. The Open Enrollment period is May 9 - 26, 2016. This is your once-a-year opportunity to review your health, dental and vision coverage and make the choices that are right for you! **The benefits you elect during the Open Enrollment period will take effect July 1, 2016.**
- **If you are not making any changes and do not cover a spouse or adult dependent** under your State of Delaware Group Health Insurance medical plan, no action is required.
- **Health Plan Online Video:**
Health care options can be very confusing and understanding them is important. Watch the video at <http://ben.omb.delaware.gov/video/oe/> to learn more about the health plan options available to you this open enrollment.
- The **2016 Open Enrollment booklet is available on the Statewide Benefits Office website at www.ben.omb.delaware.gov/oe.** The booklet features important information about your benefit options and what you need to do to enroll in benefits. No matter which plans you choose, remember to check the Statewide Benefits Office website at <http://ben.omb.delaware.gov/benefits.shtml> and the **provider websites listed on the last page of the 2016 open enrollment booklet** for detailed information about the health plans.

COBRA OE Checklist:

- Read all Open Enrollment information contained in 2016 Open Enrollment booklet.
- Attend a health fair - If you have any questions about the 2016 Open Enrollment process or your benefits, please attend a benefits health fair scheduled at various site locations in each county. Health fair dates and locations are in the Open Enrollment booklet and online at www.ben.omb.delaware.gov/oe.
- Review the Open Enrollment Frequently Asked Questions (FAQ) located on the Statewide Benefits website at www.ben.omb.delaware.gov/oe.
- Review 2016 COBRA Continuant Costs effective July 1, 2016 through June 30, 2017.
- **If you cover your spouse in one of the State of Delaware Group Health Insurance medical plans, you MUST complete a new Spousal Coordination of Benefits form each year during Open Enrollment and anytime your spouse's employment or insurance status changes.**
 - ***Failure to complete this form will result in a reduction of spousal benefits.***
 - The Spousal Coordination of Benefits form online at <http://ben.omb.delaware.gov/documents/cob/> must be completed no later than

May 26, 2016. Once completed, click "Print" to print a copy of your submission for your records.

- **If you are not making any changes and do not cover a spouse** under your State of Delaware Group Health Insurance medical plan, no action is required.

- **If you are enrolling in any plan or enrolling a spouse or dependent for the first time:**
 - Complete the appropriate enrollment applications provided below.
 - If enrolling in an HMO (health or dental) plan for the **FIRST TIME**, make sure that **before you enroll** your health or dental provider participates in the plan you select and enter their provider information online when you enroll. **REMEMBER:** You cannot change plans during the plan year if your provider decides to no longer participate in the plan.
 - If enrolling a spouse for the **FIRST TIME**: You **MUST** supply a copy of your marriage/civil union certificate to the Statewide Benefits Office.
 - If enrolling a dependent for the **FIRST TIME**: You **MUST** submit a copy of the birth certificate or other legal document to the Statewide Benefits Office.
 - **REMEMBER:** As a COBRA Continuant, you can only enroll in health, dental and vision coverage that was made available to you during your eligibility in the State of Delaware Group Health Insurance Program.

RETURN ALL FORMS AND APPLICATIONS TO THE STATEWIDE BENEFITS OFFICE

Applications and copies of applicable marriage/civil union certificates and birth certificates must be postmarked no later than Thursday, May 26, 2016 and received in the Statewide Benefits Office by Monday May 31, 2016.

Send all forms and applications to:
State of Delaware
Statewide Benefits Office
Attention: Colleen Kondelis
500 W. Loockerman Street, Suite 320
Dover, DE 19904

For questions regarding your COBRA coverage, call the Statewide Benefits Office at 1-800-489-8933 or 302-739-8331 and ask for Colleen Kondelis.

REMINDER: Please do not send enrollment forms back to the Statewide Benefits Office if you and/or your Qualified Beneficiaries have not yet made an election of COBRA Continuation Coverage through CONEXIS. Changes to your benefits will not be processed unless you or your Qualified Beneficiaries have made a COBRA election.

Please contact CONEXIS Participant Services at 1-877-864-9546 if you have any questions regarding your COBRA Continuation Coverage status.

If there is any conflict in interpretation between the information contained on this website, the contents of the 2016 Open Enrollment booklet and the contract provisions and existing law pertaining to any of the benefit programs, contract provisions and existing law govern.

- 2016 Open Enrollment Booklet -- Print Friendly Version
www.ben.omb.delaware.gov/oe