



May 18, 2016  
Issue

e - Newsletter



**2016 Benefits Open Enrollment: Now Through May 26**

**9 Days Left**

**Want to enroll, make any changes or terminate coverage for you or your spouse/dependent(s)? If so, now is the time to do it!**

Before you enroll or make changes you should take the time to review your current benefits coverage and all of your benefit plan choices for health, dental, vision and supplemental benefits (critical illness and accident insurance).

As a reminder, if you are not making any changes to your current benefits and do not cover a spouse, no action is required.

### Call To Action

➡ Visit [www.ben.omb.delaware.gov/oe](http://www.ben.omb.delaware.gov/oe) for Open Enrollment information and materials. Follow the 2016 Enrollment Action Checklist on page 4 of the Open Enrollment Booklet.



**Important:** Please enroll or make changes at your earliest convenience to ensure they are completed! High volume in [Employee Self-Service](#) could lead to slow response times and delays. If you are unable to log into the system after the second attempt, please try again later.

**Cover your spouse on your health (Aetna or Highmark Delaware) plan? If so, complete your Spousal Coordination of Benefits Form!**

You MUST complete a new Spousal Coordination of Benefits Form online in [Employee Self-Service](#) each year during Open Enrollment, if you cover your spouse on your health (Aetna or Highmark Delaware) plan.

### Call To Action

➡ Complete your Spousal Coordination of Benefits Form in [Employee Self-Service](#) by May 26, 2016. Visit [www.ben.omb.delaware.gov/oe](http://www.ben.omb.delaware.gov/oe) to access the eBenefits & Employee Self-Service Quick Reference Guide for helpful tips on completing the form.

**All Delaware hospital facilities are in-network under the Aetna and Highmark plans!**

### Call To Action

➡ Visit [www.ben.omb.delaware.gov](http://www.ben.omb.delaware.gov) to read the most up-to-date information on the plans and network facilities and providers available to you and your dependents.

This newsletter is published by the Delaware Statewide Benefits Office.

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<http://ben.omb.delaware.gov/communication.shtml>.