



Open Enrollment Has Been Extended Through May 29, 2015

You now have through 11:59pm on May 29, 2015 to complete your enrollment or changes to your benefit coverage.

If you cover your spouse in one of the State of Delaware Group Health Insurance medical plans, you are **REQUIRED** to complete a new Spousal Coordination of Benefits form in Employee Self-Service (see instructions in the Call To Action below). You must complete a new form each year during Open Enrollment. **Failure to complete the form will result in a reduction of spousal benefits.**

Call To Action

- Everything you need is located at www.ben.omb.delaware.gov/oe.
- If you cover your spouse on your medical plan, you must complete a new Spousal Coordination of Benefits form at www.employeeselfservice.omb.delaware.gov.
 - You may continue to access Employee Self-Service through 11:59pm on Thursday, June 4, 2015 to complete the Spousal Coordination of Benefits form as required during this Open Enrollment. Forms completed on or before June 4th will be processed for the July 1, 2015 plan year.
 - Beginning July 1, 2015, spouses covered on a medical plan with no Spousal Coordination of Benefits form completed will have their medical benefits reduced to 20% and will have no prescription coverage.
- View your benefit elections by accessing the Benefits Summary at www.employeeselfservice.omb.delaware.gov. Refer to page 4 of the eBenefits & Employee Self-Service Quick Reference Guide for instructions. Please note that your Benefits Summary will not reflect benefit changes until the following business day.

Important: If there is an error on your Benefits Summary, you must contact your Human Resources/ Benefits Office no later than June 5, 2015. **No corrections will be made after June 5, 2015.**