



June 1, 2015
Issue

e - Newsletter

Do you cover your spouse on your medical plan? Did you complete the Spousal Coordination of Benefits form? Open Enrollment is over but you still have through Thursday, June 4, 2015 to complete the Spousal Coordination of Benefits form. You also have time to review your benefit elections and contact your Human Resources office if changes are needed.

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

- ➔ • 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. 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.
 - Need assistance completing the Spousal Coordination of Benefits form?
 - Go to <http://ben.omb.delaware.gov/oe/documents/2015-quick-ref-guide.pdf> (page 5) for step-by-step instructions.
 - Be sure to verify all three (3) authorizations and look for “ENTRY IS COMPLETE” to ensure you have completed the form.
 - Still not sure? Contact Statewide Benefits Customer Service at 1-800-489-8933 and ask for confirmation that the form has processed.
- 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.**

This newsletter is published by the Delaware Statewide Benefits Office.

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