NOTE: Contains information intended for benefit-eligible DOE, School District, Charter School, DTCC and DSU employees.

ONLY 6 DAYS LEFT FOR 2018 OPEN ENROLLMENT (LAST DAY IS MAY 12)

*Actively participate* in Open Enrollment (April 30 - May 12), by logging into [employeeselfservice.omb.delaware.gov](http://employeeselfservice.omb.delaware.gov), choosing **State of Delaware Employee Self-Service** and completing the **VALUE FIVE CALL TO ACTION** steps:

1. **View Personal Information** (Home Address, Phone Numbers and Email Addresses) to make sure your **Preferred** Contact Information is correct.
2. **Access** Benefits and use **myBenefitsMentor** to estimate expenses and find your best match health plan.
3. **Look at** Benefits Enrollment to review what benefits you currently have/options available.
4. **Update/make “Edits”** to your benefits OR select “I Have No Changes,” click **Submit**.
5. **Enter Spousal Coordination of Benefits (SCOB)** to complete the online SCOB Form.

   **Important:** Complete the SCOB Form only if you cover your spouse on your health plan effective July 1, 2018.

View the [Enrollment Action Checklist (VALUE FIVE)](http://statewidebenefits.de.gov) and the [SBO website](http://statewidebenefits.de.gov) for details and helpful resources.

If I Do Not Want To Make Any Changes To My Benefits And Just Keep What I Currently Have (Or Continue To Waive Coverage), Do I Have To Do Anything?

**YES**, you **must** view your **Personal Information** to make sure your **Preferred** Contact Information is correct. Then, look at **Benefits Enrollment**, select “I Have No Changes” and click **Submit** to send your final benefit choices for the July 1, 2018 plan year. Even if you decide to continue to waive coverage, you **must** select “I Have No Changes” and click **Submit** in **Benefits Enrollment**.

Also, if you want to continue to cover your spouse on your health plan effective July 1, 2018 you **must** complete the online **Spousal Coordination of Benefits (SCOB) Form**. A new SCOB Form **must** be completed each year during Open Enrollment or your spouse’s coverage will be reduced.

Refer to the **VALUE FIVE CALL TO ACTION** steps noted above.