

OPEN ENROLLMENT - WCESC, GOVS, SWOCOG

Open Enrollment has begun!
October 10, 2022 – October 31, 2022
for changes effective **January 1st, 2023.**

ALL EMPLOYEES ELIGIBLE FOR INSURANCE ARE REQUIRED TO COMPLETE THE OPEN ENROLLMENT PROCESS – THIS INCLUDES NEWLY HIRED EMPLOYEES

Failure to complete the open enrollment process and submit supporting documents could result in a reduction of coverage levels.

New for 2023!! VSP Vision Coverage. Elections will be made in Benelogic during Open Enrollment – plan information can be found by clicking on the link below.

Benefit Enrollment Instructions

Open enrollment is an opportunity to review your benefit coverages and make any necessary changes. Please log in to EPC/Benelogic and review your coverages and make sure your personal information is correct for you and your dependents. Check your address, phone number, SSN and, birth dates for you and your dependents for accuracy.

The link below will take you to the EPC/Benelogic site to log in and review your current health, dental, and life insurance policies. At this time, you will also be able to make elections for the VSP Vision coverage. Use the GO green arrow to proceed.

<https://epc-online.benelogic.com/>

- ✓ User ID – first initial of first name + last name + last four of SSN (jsmith1234)
- ✓ Password – if you do not remember your password choose “Forgot Password?” and follow the instructions as prompted. If Password reset does not work, please email dee.wilms@warrencountyesc.com to reset your password.

**ALL Medical/Dental/Vision/Optional Life
plan information click - [HERE](#)**

What documentation do I need for my dependents?

Documentation is required to enroll **new** dependents on your benefit plans. These documents need to be submitted **within 31 days** of the enrollment event. All dependents must be enrolled with their legal name and have an SSN and date of birth. ***Coverage for new dependents will be terminated if the required documents are not submitted.***

Spouse – marriage certificate **AND** the front page of most recent 1040 tax return (black out financial data).

Children – birth certificate and adoption decree or legal guardianship paperwork from the courts (if applicable)

On the Home page in Benelogic, you will click on the Tools tab across the top of the page and select the File Cabinet. Click on **+** (Add file). Select Upload Document to add your file.

***** Please make sure once you have added a dependent's information into Benelogic that you enroll/add them to the medical/dental/life plans by using the pencil under the Benefit Selections. *****

**** Important **** - If you have Family coverage on the Anthem HDHP plan you are required to submit a new Spousal Verification Form each open enrollment year. (Form is attached to this email). This form must be completed and emailed to dee.wilms@warrencountyesc.com or uploaded into the File Cabinet in Benelogic.

If you transitioned from the PPO Family Plan to the HDHP Family Plan in 2021 this form will not be required. If you are electing vision coverage you will be required to upload supporting documents to the File Cabinet for your dependents.

*******Once you have submitted your benefit elections and the open enrollment deadline has passed (10/31/2022), you will NOT be able to change health or dental plans until the next Open Enrollment period, unless you experience a qualifying life event that impacts eligibility for your family. (Marriage, Divorce, Birth/Adoption, Death, Loss of Coverage). The change request must be made within 31 days of the event in EPC/Benelogic. *******

The items listed below are required to be sent to all employees enrolled in insurance every year. You can view them from the Resources tab at the top of the page when logged into EPC/Benelogic. You can also view your Plan Documents Benefits Overview under the Resources tab.

- ✓ General Health Notices Including GINA, Special Enrollment Rights, WHCRA
- ✓ EPC Privacy Notice
- ✓ Medicare Part D Notice
- ✓ CHIPS Model Notice

Health Insurance Monthly Employee Rates

2023 HDHP (Anthem)

- ✓ Employee - \$134.84
- ✓ Employee + Children - \$249.24
- ✓ Family - \$350.31

VSP Vision – Monthly Employee Rates

- ✓ Employee - \$9.87
- ✓ Family - \$23.09

Dental Insurance (Delta)

- ✓ No monthly charge – Employer paid

Basic Life and AD&D - \$25,000

- ✓ No monthly charge – Employer paid

PLEASE NOTE AFTER SUBMITTING YOUR ELECTIONS, IF YOU LOG BACK IN FOR ANY REASON OR VIEW YOUR ENROLLMENT SUMMARY - YOU ARE OPENING UP THE OPEN ENROLLMENT PROCESS AGAIN. YOU MUST SUBMIT THROUGH TO THE END TO RE-CONFIRM YOUR ELECTIONS.

If you have questions about open enrollment, please ask. Start reviewing your benefit plan materials today and make your elections before the enrollment period ends!

If you are not eligible for Medical/Dental/Vision Insurance, disregard this email.

