

# IMPORTANT INFORMATION

## *Natural Select 2012*

**Beginning January 1, 2012, Health Care and Dependent Care Reimbursement Account claims will be handled by *WageWorks*. See enclosed notice for information regarding this change, including how any remaining amounts in your 2011 accounts will be handled.**

- ❖ If you want to keep the same medical, dental, vision, life insurance, accidental death benefits selections and health care or dependent care reimbursement account amounts for 2012 that you have right now, you *do not* need to use the website to enroll. Your current benefit selections, including dependent care and health care reimbursement amounts, will be continued for 2012. *You must still verify children age 18-25.*
- ❖ **Open Enrollment is Wednesday, September 28<sup>th</sup> through Wednesday, October 12<sup>th</sup>. There is no second enrollment period.** If you want to make a change to any coverage or want to change the amount you put in a health care or dependent care reimbursement account for 2012, you must do so during this two week enrollment period using our *Natural Select* open enrollment website [www.ocbenefits.com](http://www.ocbenefits.com). Click on the "*Natural Select*" Enrollment icon and complete the on-line enrollment form found there. You can access the website from your home or workplace 24 hours per day, 7 days per week.

### Dependent Information:

- ❖ Individuals on your health coverage are listed on the front page of your *Natural Select* Benefit Statement. **Please verify that you are covering only eligible dependents.** Refer to the *Natural Select* workbook for eligibility requirements.
- ❖ On-line verification of your currently covered 18-25 year old children is required. See enclosed notice.
- ❖ **Now is the time to add dependents to your coverage that may have missed their normal enrollment period or are newly eligible.** You have until Friday, October 28, 2011 to submit **Form A** found in the Appendix of your *Natural Select* workbook to the Employee Benefits Unit of the Human Resources Department. A photo-copy of a certified Birth Certificate and/or Marriage License is required. (see *Natural Select* workbook page 3)

### Flexible Spending Account Information:

- ❖ As was the case last year, as a result of the Health Care Reform Act of 2010, over the counter drugs purchased without a prescription are not eligible for reimbursement through the Health Care Reimbursement Account.
- ❖ Important Forms:
  - Several forms have been included in the Appendix portion of the workbook. Depending on your selections, you may be required to complete one or more of them and return them to the Employee Benefits Unit of the Human Resources Department:
    - **Open Enrollment Membership and Record Change Form - Form A-** Complete this form if you are electing coverage from a "No-Coverage" status, electing Health Alliance Plan (HAP), adding or deleting a dependent from your current medical, dental and/or vision plan.

- **Other Coverage Verification - Form B**-Complete this form if you are selecting the “No Coverage” option for medical and/or dental for the first time. Your election of “No Coverage” cannot be processed until this form is received.
- **Natural Select Aetna Life Insurance - Form C**-Complete this form if you are electing to increase your life insurance coverage by more than one level (e.g. from 1x salary to 2x salary or 1 ½ x salary to 3x salary).
- **Blue Cross Blue Shield Coordination of Benefits Information - Form D**- Complete this form if you are enrolling in any of the Blue Cross Blue Shield plans.

**All forms must be received by the Employee Benefits Unit of the Human Resource Department by Friday, October 28, 2011 or sooner if possible.** We cannot process your requests if the proper forms are not completed.

#### Website Enrollment & Confirmation:

When you finish making your selections on the website, you will receive a confirmation number. **If you do not get a number, your selections were not recorded.** It is strongly suggested that you print a copy of your summary sheet of selections for your records. Follow the instructions and take your time. We want everyone to get the benefits they selected.

**You will only receive a confirmation statement after the enrollment period if you use the website to enroll.**

- Review the Confirmation Statement carefully – this document is your assurance that your selections have been properly recorded.
- Notify the Employee Benefits Unit of the Human Resource Department if your Confirmation Statement is incorrect.
- **You have until Friday October 28, 2011 to make corrections to your Confirmation Statement.**