

**SUBJECT:** Employee/Retiree Health Benefits **2023-24 NO. BS - 13**  
Open Enrollment Health & Wellness Fair

**TO:** All Benefit Eligible Employees

**DATE:** September 11, 2023

**PREPARED BY:** Keyshun Marshall Director II, **DEPARTMENT:** Risk Management/ Employee  
Risk Management/ Employee Health Benefits  
Benefits

**REVIEWED BY:** Amber Peña, Benefits Analyst, **APPROVED:**  
Risk Management/Employee Jesse Castillo  
Benefits Assistant Superintendent,  
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**October 2023 Employee Health Benefits Open Enrollment**  
**All Benefit Eligible Employees**

Open Enrollment Dates: October 16 – October 29, 2023  
Effective Dates: January 1, 2024 – December 31, 2024 Plan Year

Open Enrollment is your annual opportunity to review

# Open Enrollment - Health and Wellness Fair

There will be health care providers onsite and available to answer questions.

➤ **When: October 17, 2023 10:00am - 4:30pm**

➤ **Where: Serna Center Community Rooms, 5735 47th Avenue, Sacramento, CA 95824**

**Required Documentation to Add Dependents:** If you are adding a dependent, you will be required to provide proof of eligibility i.e. marriage/domestic partner certificate, birth certificate and social security number for all dependents being added.

**Add Dependents Outside of Open Enrollment Period:** Dependents must be added within 30 days of a qualifying event, such as marriage, marital status change, birth, registered domestic partner, or loss of coverage along with required documentation.

**Marital Status Change:** If your spouse passes away, or you become divorced, you must notify the Employee Health Benefits department within 30 days of the event. Members who fail to report changes in their health enrollment in a timely manner may be liable for premiums paid in excess of six months from the date the change was recorded. In addition, members may be liable for costs incurred as a result of services provided to an ineligible dependent.

**125 Flexible Reimbursement Account:** Enrollment is required every year and must be completed no later than October 31, 2023 for a January 1, 2024 effective date. You may access the employee guide and enrollment form by clicking on the [FSA Participant Enrollment Guide](#) link.

**Life Insurance:** It is important to keep your beneficiaries updated with the district and your retirement