

Agency Update

October 2009



DATE: Open Enrollment Oct. 28, 2009

TO: Agency Representatives

FROM: PEBB

**Close of Open Enrollment
Imputed Value Worksheet Correction
Communications**

Close of Open Enrollment

Oct. 30: The PEBB office will close at 5 p.m.; the phone system will advise callers that

- Staff will return voice messages and e-mail beginning Nov. 2
- Enrollment forms for Open Enrollment are available at www.oregon.gov/das/pebb
- Agencies may accept enrollment forms faxed or postmarked no later than midnight, Oct. 31

Oct. 31 Midnight:

- The member module in pebb.benefits will close
- Content on PEBB's Web site specific to Open Enrollment will be replaced with content advising what members may expect after Open Enrollment
- 2010 insurance and FSA enrollment forms will be changed so they apply only to enrollment by newly hired and newly eligible employees

Nov. 1 Forward: PEBB OARs on enrollment continue to apply. This means

- Failure to enroll during Open Enrollment is not an "error;" enrollment forms submitted after the close of Open Enrollment do not necessarily fit the rule on "late enrollment"
- Agencies must process, by Nov. 14, Open Enrollment forms submitted up to midnight, Oct. 31
- Agencies must not process Open Enrollment forms submitted after Oct. 31
- Agencies must continue to process enrollment forms for employees newly hired or newly eligible during and after Open Enrollment
- Agencies must process Midyear Change forms submitted timely in keeping with qualified midyear plan changes in the current plan year
- PEBB will resume sending "home page alerts" to agency representatives on employees who have not submitted required affidavits or evidence of other coverage within five days of enrollment; representatives will have five business days to clear the issue before PEBB e-mails the subject employee

Nov. 15: PEBB will

- Post an Application for Remedy form; eligible employees may use the form to remedy the loss of medical coverage their eligible dependents, spouse or domestic partner would otherwise experience because the employee failed to enroll during Open Enrollment
- Post information advising employees what to expect when they submit an Application for Remedy
- Process terminations and enrollments, and prepare the data file for transmission to the plans; the plans, including BHS, will use the data to distribute ID cards and required notices

Corrected Imputed Value Worksheet _____

Corrected Imputed Value Worksheet. The attached worksheet correctly labels PEBB's Statewide Plan. Agencies use this worksheet in calculating the imputed, taxable value of coverage for domestic partners. *This is not tax advice.*

Communications _____

November Newsletter. PEBB plans to post its November newsletter on Nov. 16. The newsletter will point employees to the annual, online member survey. We will ask agency representatives to make paper copies available to employees who don't have Internet access as a regular part of their job. The newsletter will also touch on what employees should expect in terms of ID cards and member handbooks from new plans.