Open Enrollment Timeline

Concept design:

- PEBB's New Logo
- 2019 Open Enrollment Theme

Mailer timeline:

- PEBB and Publications and Creative Services team are working on the content for the Sneak Peek mailer that will be mailed in mid-August. Highlights will be:
    - Plan changes for the new year
    - Verifying dependent eligibility
    - Alex Decision Tool
    - Health Engagement Model (HEM)

Enrollment Guide timeline:

- Publications and Creative Services has created the enrollment guide template
- New this year carriers will be providing their own content
- A focus on readability and plain language guidelines this year – including reading level, complying with the American with Disabilities Act (ADA) font, size and style.
- Final approval scheduled for late August
- Mailing date set for mid-September

Enrollment Communications

August:

- Dependent Eligibility Verification (DEV) information
- PEBB Member Advisory Committee (PMAC) communications on HEM

September:

- HEM information – two times
- Login/password information
- General enrollment reminders

- Reminder to verify dependents during open enrollment

October:

- We're open!
- Reminder about:
  - Open Enrollment is mandatory
  - Updating passwords
  - HEM
  - Tobacco surcharge
- Provide link to online guide
- Weekly email blasts addressing topics from member calls from the previous week and reminders to enroll

November:

- Corrections – check your enrollment summary and make corrections before the new plan year
- Flexible Spending Accounts – are you enrolled in the right FSA (health care vs. dependent care)

December:

- Corrections – check your enrollment summary and make corrections before the new plan year
- Flexible Spending Accounts – are you enrolled in the right FSA (health care vs. dependent care)

January:

- Check your paystub – are benefits deductions correct?
- Corrections are now prospective – first of the following month