



OPEN ENROLLMENT

May 2, 2018 - May 15, 2018

This year, all benefit-eligible staff **MUST** log onto Vbas to either elect or waive insurance benefits. All elections must be made no later than **11:59 PM on May 15, 2018**, and will be effective on **July 1, 2018**.

Open enrollment provides an opportunity



To **elect or change** health plan coverage



To **elect** dental and/or vision coverage



To **change** dependent coverage (ie. add coverage for dependents not currently covered, change coverage for existing covered dependents)



To **enroll/re-enroll in a Medical Flexible Spending Account (FSA) and/or a Dependent Care FSA**



Spousal Coverage: If you carry your spouse on your health insurance and meet the qualifications to avoid the \$250 monthly surcharge, you **MUST complete and submit the Spousal Attestation form**. This form must be updated each year. If this form is not received by June 1, 2018, you will be charged the monthly spousal surcharge beginning July 15, 2018.
Fax completed forms to (855) 401-0649

One More Enrollment Requirement!

All staff is required to complete the brief Aflac Medical Supplements Options CCS Bridge Course. To access the course:

Click on the **Google Apps Launcher**.



Click on **“More Apps”** and select **“Bridge.”**



For more information, please contact Kim Garrison or Beverly Fariss @ OneDigital
Telephone: 434-817-1097 - 434-282-2004 Email: Benefits@charlottesvilleschools.org

