

2022 OPEN ENROLLMENT INSTRUCTIONS

Monday, October 18, 2021 to Friday, November 05, 2021

It is time to choose your benefits for 2022! Open Enrollment is your annual opportunity to reconsider your benefit options and make changes, if appropriate, for you and your family. The benefits elected during Open Enrollment will be effective **January 01, 2022**. Please find the enrollment websites and phone numbers for the call centers listed below. You may make your elections either online or by calling the call centers. The latest version of Adobe Flash must be installed on the user's computer.

It is extremely important that you go online as soon as possible to verify and/or update your passwords with both websites. The system passwords expire every 45 days. ***You will need to contact the call centers listed below if you have any problems with your login credentials.***

Please verify your demographic information on your GaBreeze and State Health Benefit Plan accounts. Demographic information changes should be made through the staff portal on Employee Self Service under Personal Information.

Flexible Benefits: GaBreeze Website:

<http://gabreeze.ga.gov>

GaBreeze Call Center: 1-877-342-7339 (8:00 a.m. - 5:00 p.m., Monday-Friday)

Medical: State Health Benefit Plan (SHBP) Website:

<http://myshbpga.adp.com>

SHBP Call Center: 1-800-610-1863 (8:30 a.m. - 7:30 p.m., Monday-Friday)

Plan Enhancements/Modifications:

State Health: The key provisions such as deductibles, co-pays and out of pocket maximums on all plans will remain the same. Active member premium rates for 2022 will remain the same as the current 2021 rates.

GaBreeze: GaBreeze's new convenient mobile app, Alight Mobile, is now available and can be used during Open Enrollment. Effective January 1, 2022, Delta Dental's waiting periods will be removed from major services and orthodontia services. Cigna's DHMO rates will increase by 1%, with additional dental services added. MetLife will offer a One-Up opportunity for Employees to increase their Employee Life Insurance Coverage one level without medical underwriting. UNUM's Long-Term Care premiums will increase by 12% on plan options with Compound Inflation. UNUM will contact the current covered individuals with the new premium amounts. Grace period for unused 2021 HCFSA and DCFSA extended through December 31, 2022. **Health Care and Dependent Care Flexible Spending Accounts must be elected annually. These accounts do not rollover.**

Open Enrollment Assistance: Employees may stop by the Benefit Office at any time during the hours of 8:30 a.m. – 4:00 p.m. during Open Enrollment for one-on-one enrollment assistance.

It is strongly recommended that all benefit eligible employees (*including new hires*) go online to verify or enroll in coverage on the State Health Benefit Plan and GaBreeze websites. The last recorded transaction as of 11:59 p.m. on November 05, 2021 will be your election for the 2022 Plan Year, unless a qualifying event occurs which allows you to change options. You will receive a confirmation number upon successful completion of your open enrollment election on both systems. It is important to print both confirmation number pages and retain as proof of your election. *Please note that new employees that are hired between October 01, 2021 and November 01, 2021 will have to complete two (2) enrollments, one for the current 2021 plan year and one for the new 2022 plan year.*

Failure to go online with both systems will result in a 2022 enrollment default to your current plans, with the exception of the Healthcare Flexible Spending and Dependent Care Spending Accounts. ***Spending accounts must be elected annually.***

Open Enrollment is also a good time to review your beneficiary designations if you have experienced a life changing event. Beneficiaries are designated on retirement accounts, life insurance, and specified illness plans. Beneficiaries can be updated online with GaBreeze and Teachers Retirement System. Please contact the Benefit Office for a Beneficiary Change Form for the Board paid life insurance policy that is provided at no cost to all full-time employees.

You will find the open enrollment resources included in the enrollment email to assist you with your benefit choices such as decision guides and rate sheets. The open enrollment resources can also be found on the Benefit page of the Walton County School District website <http://www.walton.k12.ga.us/Benefits.aspx>.

This year we are also excited to provide some great video guides on our website for the State Health Benefit Plan and the GaBreeze Flexible Benefit Program. Please note that these videos are designed to give you a high level overview of the plans and are not intended to serve as the official Plan Document. Please refer to the State Health Benefit Plan Decision Guide and the GaBreeze You Decide Guide for more detailed specifics of the plans.

While it is up to you to read and understand all of the options available and make the choices that best suit your needs, the Benefit Office is here to assist you. Our contact information is listed below. Please check your December payroll deductions to verify that the correct premium amounts have been deducted.

Benefit Department Contacts:

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