

## OPEN ENROLLMENT FAQ

Dear Employees,

We have received numerous questions on the annual Open Enrollment process. We apologize that we have not been able to get to every call and email question. Our 3 HR staff are fielding questions from 700+ employees. However if you read the open enrollment Memo as we found that most of the questions asked can be found there.

Frequently Asked Questions:

1. If I completed the early Open Enrollment forms at the Employee Benefits Fair, do I still need to complete the healthcare and HSA forms again? **No, you do not need to complete the form again unless you are opting out or interested in the Supplemental Life insurance and the Accidental Death & Dismemberment Insurance which is for the first time, offered separately at an affordable rate (see below #8). If you are opting out, you must complete the HCAP Declination form (please see below # 5).**
2. Where are the forms to enroll? **Please read the memo (last paragraph shows the link to SCC website).**
3. Are there any supporting documents for any of the forms that I need to provide? **Please read the memo under Spousal coverage.**
- 4.
5. What if I do not provide these supporting documents? **Please read the memo under Spousal coverage.**
6. Do I need to do anything if I am not on SCC healthcare? **YES, please complete the HCAP Declination Form. Please read the memo under Healthcare insurance (b) Opt-out**
7. How much can I contribute to the HSA? **Please read the memo under Healthcare Savings Account (HSA)**
8. **Can I have a Flexible Spending Account (FSA) if I have a HSA? Please read the memo under Flexible Spending Account (FSA)**
9. What is the monthly premium rate for Accidental, Death & Dismemberment insurance? **\$0.017 per \$1,000. See attached Accidental Death and Dismemberment Rate document.**
10. **What is the monthly premium rate for Supplemental Life insurance? See attached Supplemental Life Rate document.**
11. What is Legal Shield insurance? **Please read attached memo under Legal Shield**
12. HR phone is always busy when I call. How can I contact HR to ask a question? **If you have read the attached memo and follow all the instructions and still do not find the answer, please email [hr@sccsda.org](mailto:hr@sccsda.org)**

Thank you for your patience as we process all submitted forms. If you have not submitted your forms, please do so as soon as possible before the deadline of **Thursday, December 13, 2018.**

Blessings,  
Iris Chuah