

**To: All Eligible Employees that work an average of 25 hours or more per week**

**From: Fiscal Affairs Department**

**Date: April 20, 2020**

Our Health Insurance renewal for 2020-2021 is upon us. Open enrollment begins May 1<sup>st</sup> and we would like any additions or changes to be received by May 20<sup>th</sup> so we have time to get these changes filed with Christian Brothers and the HCRTS, our FSA provider.

**Health Insurance:**

Christian Brothers will remain our health insurance provider for the upcoming plan year and we are happy to announce that we have added vision exam coverage to your health insurance package. The following is what you will need to do during this Open Enrollment Period:

1. If you are requesting no changes to your current medical insurance choices, then you will not need to do anything.
2. If you choose to terminate your medical insurance, you will need to fill out the Request for Waiver Form
3. To make changes to your existing account – please let Sister Joan know and she will provide an application change form for you to fill out.
4. To add the insurance, please fill out the Enrollment Form.

**FSA:**

1. If you would like to continue you will need to fill out the enrollment form to add your new withholding amounts.
2. If you don't want to participate in the new enrollment period but have in the past, please let Sister Joan know so she can make the necessary changes.
3. Please NOTE – you will also need to fill out the 2020 FSA Ethical Use Acknowledgement Letter if you have or will be enrolling in the FSA program.
4. These forms need to be back to us by May 8<sup>th</sup> as the company has told us it can take up to 30 days to send out the cards or reload your existing cards.