IMPORTANT OPEN ENROLLMENT NOTICE – PLEASE READ

June 1, 2022

RE: 2022-23 Benefits Open Enrollment July 1, 2022 through August 5, 2022

Welcome to the 2022-2023 Open Enrollment! We are committed to providing you with benefits that promote your health and well-being as well as making the process as easy as possible for you. The upcoming 2022-2023 Open Enrollment period will begin on July 1, 2022 and continue through August 5, 2022. The Open Enrollment period is the **ONLY** opportunity to enroll or make changes to your medical, dental*, and vision* benefit offerings. **Your election will be effective October 1, 2022 and continue through September 30, 2023.**

2022-23 Open Enrollment Highlights

- ✓ **If you take no action during the open enrollment period**, your current 2022 Health Benefits plans will **remain in effect for the 2022-23 plan year**.

- ✓ If you would like to make a change to your current medical, dental, and/or vision plans during the open enrollment period, you may do so either by completing and submitting the information described below.

- ✓ If you are enrolling any dependents on your benefit plans, you must provide proof of dependent eligibility (see Dependent Verification section below).

2022-23 Open Enrollment Schedule

A Benefits Specialist is available to assist you through open enrollment to answer any questions you may have regarding this process by phone at 909-274-5419 or email hrbenefits@mtsac.edu
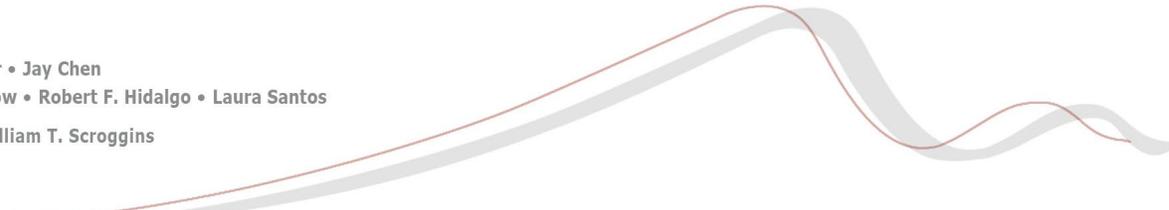
During the Open Enrollment period (July 1, 2022 through August 5, 2022), if you would want to make a change to your plan, you must complete the attached enrollment forms, submit required documentation (if applicable), and return to Human Resources by either:

- Mail to: Mt. San Antonio College Attention: Human Resources
    1100 N. Grand Avenue
    Walnut, CA 91789
- Email to: hrbenefits@mtsac.edu **(please do not include social security or date of birth on enrollment form, this will be completed by the Benefit Specialist.)**

Enrollment Forms & Dependent Verification Documents

If you would like to make a change to your current medical, dental, and/or vision plans during the open enrollment period, you may do so by completing and submitting the information described below.

SISC Elected Plan	Forms to Complete for Enrollment
Blue Shield PPO 100A EGWP Blue Shield Companion Care	• SISC Companion Care/PPO EGWP Rx Form for Medical and Rx Benefits; **and** • Mt. SAC Plan Election Form
Blue Shield HMO Full Network 10-0	• SISC III Enrollment Form submitted with Medicare A&B; **and** • Mt. SAC Plan Election Form
Blue Shield Advantage	• Enrollment Request form Blue Shield 65 (HMO) Employer Group/Union Health Plan Form <u>with</u> Medicare A&B; **and** • Mt. SAC Plan Election Form
Kaiser Permanente Senior Advantage $10 one (1) with Medicare	• KPSA Sr. Advantage Form <u>with</u> the SISC KP Enrollment Form; **and** • Mt. SAC Plan Election Form
Kaiser Permanente Senior Advantage $10 two (2) with Medicare	• KPSA Sr. Advantage Form; **and** • Mt. SAC Plan Election Form

Dependent Verification must be provided at the time the enrollment form is submitted for any new dependent added during this enrollment period.
- Dependent Verification documents for adding spouse or domestic partner include; Filed Tax return showing joint filing.

If you have any additional questions about the plan designs for our medical, dental, and vision coverage, feel free to contact our Benefits Specialist at hrbenefits@mtsac.edu to review the available plans.

Sincerely,

Alexis Carter
Director, Human Resources & Employee Services

Plan information can be found at www.mtsac.edu/hr/benefits or available upon request.

Enclosed:
Election Form
Enrollment Forms