

How to Enroll



You know, remembering important dates is the key to keeping life on track. Meetings, family schedules...even your insurance enrollment. One thing you'll notice about your state insurance plans is that certain benefits require enrollment at different times. Some are available when you're hired, others require waiting periods of 60 days to one year. So how do you keep it all straight?

Let's start with benefits that are available the day you're hired.

You can enroll in Health Care Benefits and Supplemental Life Insurance as soon as you are hired, with a few important notes:

Regarding health benefits, you have 31 days from your date of hire to enroll. If you miss this deadline, you'll have to wait for the annual open enrollment period for health care benefits and supplemental life insurance. This takes place in the spring.

Within 60 days of completing a probationary period, you can enroll in a Flexible Spending Account.

If you don't have a probationary period, you must enroll in the FSA program within 60 days of your hiring date, or wait until the next Flexible Spending Accounts open enrollment. This typically takes place in the fall. Here's another point to remember. You have to re-enroll in your FSA EVERY YEAR. It doesn't automatically roll over...so keep that in mind.

After one year of continuous state service, you can sign up for Dental and Vision benefits, with one important note:

Once your year of service is complete, you have 31 days to enroll. If you miss the 31-day deadline, you'll have to wait until the next annual open enrollment period.

How to Enroll continued

There are a few benefits you're automatically enrolled in, including:

- Once you reach one year of continuous state service, you're automatically enrolled in the basic life insurance plan.
- If you enroll in any state health plan, you're automatically enrolled in the behavioral health program.
- You're also automatically enrolled in the state's pharmacy benefits program once you sign up for your health plan.
- Finally, when you enroll in one of the state's health plans, your coverage automatically includes Take Charge! Live Well! services and incentives.

For enrollment schedules and more details about when to enroll in state benefit programs, please see your benefits documentation. Then mark the dates on your calendar so you don't forget and miss out on a great opportunity.

