

10/1/2006-9/30/2007

Duval County Public Schools

It's that time of the year again! Open Enrollment is scheduled for July 20, 2006 through August 30, 2006. All benefit-eligible employees must schedule an appointment with an Enrollment Counselor to discuss new health plan information and to make next year's benefit selections.

Who should participate in the upcoming enrollment?

This is a required enrollment for all benefit eligible employees. Please be sure to attend a benefits meeting with an Enroller to elect your benefits for the 2006-2007 plan year. You may attend an upcoming enrollment session scheduled at your normal worksite, or should you desire, we are pleased to offer BEAT THE RUSH evening and Saturday appointments at the DCPS Administration Building. Please call Risk Management at 904-390-2353 if you'd like to schedule a BEAT THE RUSH appointment.

What if I don't see an Enrollment Counselor?

If you do not see an Enrollment Counselor:

- You will be automatically enrolled in the Select Plus Medical Plan effective October 1, 2006, for the same level of coverage you had in the 2005-2006 Plan Year.
- All of your remaining benefits from the 2005-2006 Plan Year will continue for the 2006-2007 Plan Year (including any appropriate rate adjustments).

Is dependent verification required this year?

If you choose to add a dependent to any benefit for the first time, you must provide a document verifying the dependent is eligible. Please bring a birth certificate, adoption decree or marriage certificate as verification. Dependents cannot be added without the proper documentation. A comprehensive checklist of required items is included on this page. You do not need to re-verify currently covered dependents, added in a previous enrollment.

What's new this year?

1. **MEDICAL PLAN** – we are pleased to announce Blue Cross and Blue Shield as our new medical plan provider. We have expanded the number of plan offerings from one to three. Please refer to the separate MEDICAL PLAN SUMMARY for specific plan and rate information before making your selection.
2. **SHORT TERM DISABILITY** – UNUM now offers a telephonic claim submittal process in an effort to reduce the amount of time it takes to process an initial claim. Please be sure to refer to the specific details contained on page 41 in your benefits booklet.
3. **LONG TERM CARE** – UNUM is offering this coverage for DCPS Employees on a Guaranteed Issue basis, only during this open enrollment period. Please refer to the enclosed Long Term Care flyer in your enrollment package and be sure to discuss this coverage option with your Enroller.
4. **DELTA DENTAL** – Both Delta plans (DeltaCare USA and Delta Dental PPO) now include benefits for Temporomandibular Joint Dysfunction (TMJ) procedures.
5. **LIFE INSURANCE** – Included in your enrollment materials is an updated Group Term Life Certificate from UNUMProvident. Please review this material to obtain a better understanding of this important benefit and more importantly, keep it with your permanent records for future reference.

6. **EDUCATIONAL SEMINARS** – We strongly urge you to consider attending one of the educational seminars to learn more about the new health plan options and the guaranteed Long Term Care coverage BEFORE attending your enrollment session. Seminar times and dates are included on the reverse side of this letter.

Is the Flex to Spouse Medical Option still available under the new Medical plans?

If you and your spouse both work for Duval County Public Schools, you still have the option to give your Flex Dollars to your spouse. By doing so, you could significantly reduce your family medical premiums. There will be a "Flex to Spouse Day" on July 22, 2006, where you can sign up for your benefits. Separate letters will be sent to existing Flex to Spouse participants with additional enrollment details.

Can I make changes to my "open enrollment" benefit elections?

Before you leave your enrollment meeting, please be sure to carefully review the Confirmation Statement you receive from your Enroller for accuracy. In the event you subsequently change your mind about a particular coverage(s), you have 14 calendar days from the date of your enrollment meeting to make an election change (supercede). Employees who wish to make an election change within the 14 day supercede period must contact Risk Management at 390-2353 to schedule an appointment. We request that you bring your original Confirmation Statement with you to facilitate the change process. Enrollment changes after your 14 day period will not be permitted unless there has been a valid Change in Status event. Please refer to page 10 in your Benefits Booklet for the Change in Status requirements.

Do you still have questions about Open Enrollment?

Contact Risk Management at 390-2353 with any questions you may have about this year's Open Enrollment.

Pre-Enrollment Checklist

Bring the following information to your appointment when you see an Enrollment Counselor.

- Social Security Numbers** for your dependents
- Dates of Birth** for all your dependents and beneficiaries
- Addresses** for all your dependents and beneficiaries
- Insurance information** for other health providers, if covered under another plan
- Dependent verification** if adding a new dependent (i.e., birth certificate, adoption decree, marriage certificate)
- Confirmation Notice** of your current benefit plans

Educational Seminars

For the New Medical Plans and Long Term Care

These seminars will be held at the DCPS Administration building, unless noted otherwise:

- July 20 10am (Mandarin High School); 10am (Terry Parker High School); 12pm; 2pm (First Coast High School); 4pm; 6pm
- July 21 9am; 11am; 1pm; 3pm
- July 22 9am; 10am; 12pm; 2pm
- July 24 9am; 12pm
- July 25 9am (Robert E. Lee High School); 12 pm
- July 26 9am; 12pm
- July 28 10am (Ribault Middle School)
- July 29 9am; 12pm
- July 31 12pm (Fletcher High School)
- Aug 5 9am; 12pm