

## **Open Enrollment Materials Checklist**

- VEHI Health Benefit Guide
- Evergreen/Auto Enrollment Notice (if taking this approach)
- BCBSVT/VEHI Enrollment Form
- SBC and HRA Wrap
  - a. HRA Wrap update needed? Did the HRA change?
  - b. VEHI website has information on distribution requirements
- Local Cost Sharing per EE Group
  - a. Premium share for each health plan from January-June and July-December (new rates and possibly new CBA terms).
  - b. HRA/HSA each health plan – including any change for July-December if CBA indicates new terms
- CIL forms, including Waiver Certification and Declaration of Coverage form HC-2
- FSA Election Forms
- Dependent Care Election Forms
- Link to federal IRS limits for FSA, Dependent Care and HSA – reminder – these limits are all on a calendar year basis.
- Accumulator Credit Memo when Open Enrollment is effective other than January 1, calendar year
- HSA Eligibility Certification if electing HSA
- Other benefits
  - a. Dental
  - b. LTD
  - c. Wellness

*Each employer is responsible for ensuring their Open Enrollment process and materials comply with local documents, policies, actual employee benefit, as well as state and federal laws.*