

## **Health Insurance - Open Enrollment period – Annually in May**

### Open enrollment period

**May 1 to May 31 each year is the open enrollment period for the school's health insurance plan.** During May any school employee currently receiving the monthly health insurance benefit in their paycheck can enroll in the school's health insurance plan by completing an enrollment form. In the eleven months after May, you cannot enroll in the school's health insurance plan unless you have a qualifying event such as birth of a child or marriage or other events as explained the health insurance coverage manuals. You can contact the district office for assistance in determining whether you have or will have a qualifying event.

### When you can change to a different plan

If you are currently covered on one of the four school health insurance plans and wish to change to one of the other school health insurance plans, you must make this change during the May open enrollment period and the change will take effect July 1.

### You have 30 days after a qualifying event to complete an enrollment form

If you do have one of these qualifying events throughout the year, you have 30 days after the event to add, change, or terminate your school district health insurance coverage.

### How to enroll, terminate coverage, or change coverage

During May or after a qualifying event if you wish to enroll in the school health insurance plan, terminate coverage in the plan, or make change to a different school plan, contact the district office and we will email you an enrollment form to complete with instructions on how to complete it. The enrollment form is also available on the school website.

### When you can terminate coverage

If you are currently enrolled in a school health insurance plan, you can terminate coverage at any time.