

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

March 11, 2016

Open Enrollment for Health Benefits and Flexible Spending Accounts (FSAs)

The dates for Open Enrollment for Health Benefits and Flexible Spending Accounts (FSAs) will be **May 1 – 23, 2016**. Spotlight is scheduled for mailing in mid-April. We will be sending you more details soon.

Be Sure Your Agency Contact Information is Up To Date

With Open Enrollment approaching, it is crucial that agencies receive important health benefits communications and materials. A reminder that BES transaction PSB100 is available for each Agency/Group to view and update their Contacts Database information. In general, PSB100 transactions keyed by the end of the month will be reflected in the database for the following month. **If your contact name(s), mailing or shipping address, telephone number, e-mail address or fax number have changed, please be sure to use this transaction to provide the updated information.**

- **Required Contacts:** Each Agency/Group must have a primary Benefits Administrator contact (**Benefits1**). The **Benefits1** contact receives communications from the OHB Communications Manager, health benefits notices from EmployeeDirect, and is shipped bulk materials such as member handbooks for distribution to employees. The **Benefits1** contact information must include a mailing address, shipping address, phone number, fax number, and e-mail address.
- **Other Optional Contacts:** Three additional contacts are optional in the Contacts Database – those for **Benefits2, Payroll1** and **Payroll2**.
 - **Benefits2** – This secondary benefits contact receives only e-mails from the OHB Communications Manager in order to stay informed on health benefits news and issues.
 - **Payroll1** – This primary payroll contact receives inquiries related to health benefits payroll issues.
 - **Payroll2** – This secondary payroll contact also receives inquiries related to health benefits payroll issues.

It is your responsibility to forward applicable communications to others within your agency who require information on health benefits.

Remember to Use the Agency Employee Event Request Form for Benefits Fairs

Agencies that plan to hold benefits fairs or programs should complete an [Agency Employee Event Request Form](#) for health care vendor participation in the event. The form is posted under BA Forms on the Benefits Administration web page at <http://www.dhrm.virginia.gov/benefitsadministration/baforms>. Please complete and send it by email to Anne Waring, DHRM Communications Manager, at anne.waring@dhrm.virginia.gov or by fax at 804-371-7401. This form enables the vendors to consider your event in light of your plans and their schedules, especially during the Open Enrollment period. Thanks for your assistance.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.