

Open Enrollment / Health Plans Checklist

1. Review the 2017-18 group health Insurance plan options and costs (Medical/Dental/Vision).
2. Attend an Open Enrollment session (see Open Enrollment Calendar of Events 2017-18) to learn about any changes to insurance plans.
3. Between August 15 and September 22, 2017, login to MyOEBB (<https://myoebb.org/oebb/%21pb.main>) to:
 - a. Change benefit plans
 - b. Add/remove dependent coverage
 - c. If you do not plan to cover yourself or any dependents under one of the medical plans through OEBB, you can choose waive coverage at this time.
 - d. If you participated in Healthy Futures, complete the last step by logging in your progress in completing your two healthy activities. If you did not enroll in Healthy Futures last year but would like to enroll this year, you can elect this option in MyOEBB as part of your enrollment.
 - e. Update any personal information that changed since last October in MyOEBB and in Banner.
 - f. You can add or make changes to **Optional Life Insurance or Optional Long Term Care Insurance**. To add this benefit, you will need to elect this coverage through MyOEBB during annual enrollment. You can find out what the cost will be for you (and dependents) before submitting your final enrollment decisions.
 - i. Increase/decrease amounts
 - ii. Add/remove self or dependents
 - iii. Review/update Beneficiaries on all Life/AD&D policies
2. If you are a new participant in the **HSA Plan Option (Evergreen Medical Plan enrollees)**. *After you have enrolled in Moda Evergreen Medical Plan, contact Human Resources (x7216 or HR@cocc.edu) to*
 - a. Create an HSA account with HSA Bank, *and*
 - b. Complete the HSA contribution form for the new plan year 2017-18
3. If you are currently enrolled in Moda Evergreen Medical Plan (formerly plan H)
 - a. Complete the HSA contribution form for the new plan year 2017-18
4. If you choose to participate in the **Flexible Spending Account (FSA)**
 - a. Annual enrollment in a Health or Dependent Care FSA is required each benefit plan year by submitting a new, hardcopy form that can be obtained online under Employee Benefits webpage, from Human Resources, or at Open Enrollment sessions.
 - b. Current year claims should be incurred submitted on or before 09/30/17.
 - c. You can “roll over” up to \$500 remaining balance of this year’s Health FSA to be used before 09/30/17. If you decide to do this, the amount you roll over may affect the amount that you want to deduct for the new 2017-18 plan year.
5. **Medical Leave Assistance Plan (MLAP):** During open enrollment, you may *start* or *drop* MLAP. Forms can be found on the COCC’s benefits page, in the HR office or at Open Enrollment sessions. If you are currently enrolled and wish to continue MLAP, you do not need to fill out a new form.
6. **Wellness Benefits** – check COCC’s Wellness website regularly to learn about wellness 2017-18 activities. See Staff Wellness webpage for
 - a) On-Campus Weight Watchers Meetings,
 - b) Commute Options, and
 - c) Staff Wellness Opportunities