

End of Open Enrollment Checklist

Mandatory Forms to Return

For a Copy of BCBS of VT Benefit Guide and Plan decision support please go to
<https://vehi.org/vehi-2021-benefits-decision-support-site/>

Benefits Effective January 1, 2021

ALL PAPERWORK MUST BE RETURNED TO THE BUUSD HUMAN RESOURCES
DEPARTMENT

NO LATER THAN OCTOBER 30, 2020

1. Forms that are **Mandatory** to Complete. These forms are available on the
buusd.org/openenrollment

*Declaration of Health Form

*FSA/DCA - Flexible Spending Form/Dependent Care Form- (**Even if you are not participating, complete the FSA/DCA form**)

*Sworn Statement of Alternative Health Coverage Form (**If Opting out or not participating of BUUSD Health insurance - Provide a copy of your insurance card**)

2. Forms that are **Optional** to Complete if you would like to make changes to other
plans. These forms are available on the buusd.org/openenrollment

*BCBS Enrollment/Change Form or Sworn Statement of Alternative Health Insurance Form
(**MANDATORY Only if changing coverage/dropping coverage/adding or removing participates of the BUUSD Health Insurance Plan**)

*HRA - Health Reimbursement Arrangement Enrollment Form (**MANDATORY Only if New Enrollments/changes or adding or removing participates**)

*HSA - Health Saving Account Form (**MANDATORY Only if you are enrolled or enrolling in the Silver CDHP Plan- An HRA is still available with the Silver CDHP plan**)

*Dental Enrollment Form

*Optional Life Enrollment Form

*Evidence of Insurability Form (Complete if Changing Optional Life)