

Step-By-Step Open Enrollment Process

(Read all the way to the bottom!)

1. Review the medical premium costs on the “Medical Costs 2022” document attached to the email and found on the SCSD website.
2. If you WANT to make changes to your existing plan(s):
 - a. Complete the “SET-SEG Subscriber Application” that is attached to the email or found on the SCSD website. These changes will take place on 1/1/2022.
3. If you DO NOT want to make any changes to your existing plan(s):
 - a. No action is needed
4. If you are currently OPTING OUT and want to continue this for 2022:
 - a. Complete the 2022 Opt Out form that is attached to the email or found on the SCSD website
5. If you currently have benefits and want to OPT OUT for 2022:
 - a. Contact Jodi Badder for a “change form”
 - b. Complete the 2022 Opt Out form that is attached to the email or found on the SCSD website
6. If you want to contribute to your H.S.A. on your own, or in addition to the District’s contribution:
 - a. Complete the Health Equity form that is attached to the email or found on the website
 - b. Know your Annual Contribution Limits for 2022
 - i. Single - \$3,650
 - ii. 2-Person/Family - \$7,300
 - iii. 55 years old and Over - \$1,000 catch up
 - c. Keep in mind that these limits include employer and employee contributions combined
 - d. Remaining Maestro balances will be automatically transferred to Health Equity after January 1.
7. If you want to contribute to an Flexible Savings Account (FSA) Dependent Care Account (DCA), or Limited Purpose FSA (LP-FSA):
 - a. Complete the Health Equity form that is attached to the email or found on the SCSD website
 - b. Know your Annual Contribution Limits for 2022
 - i. FSA - \$2,750 per employee
 - ii. DCA - \$5,000 per household
 - iii. LP-FSA - \$2,750 per employee
8. If you are interested in a SunLife voluntary product (this is replacing the current AFLAC voluntary products)
 - a. Review the SunLife plan brochures (Accident, Critical Illness, Hospital Indemnity, Short Term Disability, Life Insurance)
 - b. Complete the SunLife application that is attached to the email or found on the website
9. If you need to know what your current coverages are, or who is covered under your plans, please email Jodi Badder (badderj@sgate.k12.mi.us) and your benefit summary will be emailed to you.
10. Please print legibly on all documents.
11. Review each document that you complete for accuracy.
12. Sign and date all document that require a signature.
- 13. Return all documents to Jodi Badder at Central Office.**