

# 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-2024-benefits-decision-support-site/>

Benefits Effective January 1, 2024

ALL PAPERWORK MUST BE RETURNED TO THE BUUSD HUMAN RESOURCES  
DEPARTMENT

**NO LATER THAN November 6, 2023**

**1.** Forms that are **Mandatory** to Complete. These forms are available on the [buusd.org/openenrollment](https://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 do not participate in the 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](https://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 participants of the BUUSD Health Insurance Plan)**

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

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

Dental Enrollment Form

Vision Enrollment Form

Optional Life Enrollment Form

Evidence of Insurability Form (Complete if Changing Optional Life)