

HYDE PARK CENTRAL SCHOOL DISTRICT
Human Resources
11 Boice Road, P.O. Box 2033
Hyde Park, New York 12538-8033
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www.hpcsd.org

To: Benefit Eligible Employees
From: Shelby Outwater, Director of Equity and Human Resources
Date: May 2, 2023
Re: Open Enrollment

The month of **May** is open enrollment.
Submission deadline is **Friday June 2, 2023**.

- **Health Insurance:** Certain changes to your policy can be performed during open enrollment. The effective date for all changes will be July 1, 2023. If you need to make any health insurance changes, contact Human Resources at HR@HPCSD.org or 845-229-4016.
- **Health Insurance Rate Sheets:** Available on the Human Resources website under “2023-2024 Open Enrollment – Active Employees” (<https://www.hpcsd.org/Page/18875>).
- **Health Insurance Buyout:** You **must** enroll each year. The 2023-2024 health insurance buyout form is available on the Human Resources website under “2023-2024 Open Enrollment – Active Employees.” The form must be notarized. The completed form (along with a copy of the front/back of your current health insurance card) can be submitted to HR through District mail, by email attachment to HR@HPCSD.org or by fax to 845-229-4056.
- **Flexible Spending:** You **must** enroll each year. The 2023-2024 enrollment form is available on the Human Resources website under “2023-2024 Open Enrollment – Active Employees.” The completed form can be submitted to HR through District mail, by email attachment to HR@HPCSD.org or by fax to 845-229-4056.

Important Reminders:

- Please remember to notify this office if there is a change to your address, phone number or personal email address.
- Notify this office if there is a change in eligibility for you or a dependent.
- Dependent children can be covered through the end of the month in which they turn 26.

Questions?

Contact Human Resources at HR@HPCSD.org or 845-229-4016

The Hyde Park Central School District empowers our community to strive for excellence and embrace the opportunities of our globally connected world.