

OPEN ENROLLMENT 2024-2025

Trumbull Public Schools

OPEN ENROLLMENT DATES
FOR ACTIVE EMPLOYEES (DO NOT FORWARD TO RETIREES!)

May 10 – May 24, 2024

It's that time ...
Benefits
OPEN
ENROLLMENT



OPEN ENROLLMENT 2024-2025

TWO STEPS!

1. ***Completing a quick and easy on-line form*** - EVERY EMPLOYEE needs to the online benefits election form, and
2. ***Completing and returning new enrollment or change forms IF required***:

Submit original signed forms along with any required supporting documentation by 5/24/24 by inter-office mail to:
Christine Madden – Long Hill Insurance

DO NOT EMAIL FORMS, THEY WILL NOT BE PROCESSED

DO NOT EMAIL OR CALL TO SEE IF WE RECEIVED YOUR FORM!

IF YOU DO NOT COMPLETE THE ONLINE OPEN ENROLLMENT BENEFIT SELECTION QUESTIONNAIRE, YOU WILL BE CONTACTED.

STEP 1 : ONLINE BENEFITS ENROLLMENT FORM

Who Has to Complete	HOW DO I FIND THE FORM?
ALL EMPLOYEES eligible for benefits whether you are making changes or not	1. Using the link provided below*, or 2. On the TPS website Staff→Insurance
* Employees without district email or access to a computer may contact Christine Madden at x4349 for assistance in accessing the forms and documents needed to complete open enrollment	Open Enrollment Elections Form ←Click Here

STEP 2: FORMS/DOCUMENTS NEEDED

BENEFIT ENROLLMENT SELECTION	DOCUMENTS TO BE RETURNED
Making NO changes to existing Medical, Dental and/or Vision Coverage	1. NO ADDITIONAL FORMS NEEDED!
Enrolling/Terminating/Changing Medical, Dental and/or Vision Coverage for 2024-25	<ol style="list-style-type: none"> 1. TBOE 2024-25 Enrollment Form 2. Pre-Tax/Post Tax Election Form 3. New Dependent Enrollment - Copy of Marriage License and/or Birth Certificate(s) of child(ren)
Waiving both Medical & Dental Coverage	<ol style="list-style-type: none"> 1. Health Waiver Form 2024-25 2. Eligible Dependent Docs - Copy of Marriage License and/or Birth Certificates of children <u>if not already on file</u>
Enrolling in 2024-25 Flexible Spending Account (FSA) – Med Reimb and/or Dependent Daycare Account (Not avail under FS, CM or TPA contracts)	<ol style="list-style-type: none"> 1. TR Paul FSA Enrollment Form 2024-25
Applying For or Changing existing Voluntary Employee Life, Spouse Life, Child Life, and/or LTD coverage	<ol style="list-style-type: none"> 1. Anthem Vol Grp Term Life & LTD Enrollment Form 2. Anthem Evidence of Insurability Form

WHERE DO I FIND ENROLLMENT FORMS?

All 2024-2025 forms can be found on the Insurance page of the TPS website:

<https://www.trumbullps.org/departments/business-office/insurance>

STAFF → INSURANCE → OPEN ENROLLMENT 2024-2025

WHERE DO I SEND ENROLLMENT FORMS?

Send forms via inter-office mail to **Christine Madden at Long Hill – Insurance**

DO NOT EMAIL or FAX FORMS, THEY WILL NOT BE PROCESSED

I HAVE QUESTIONS ??????

Look for the answer(s) in the Open Enrollment 2024-25 Frequently Asked Questions document (emailed and on the TPS website)

Question is not addressed

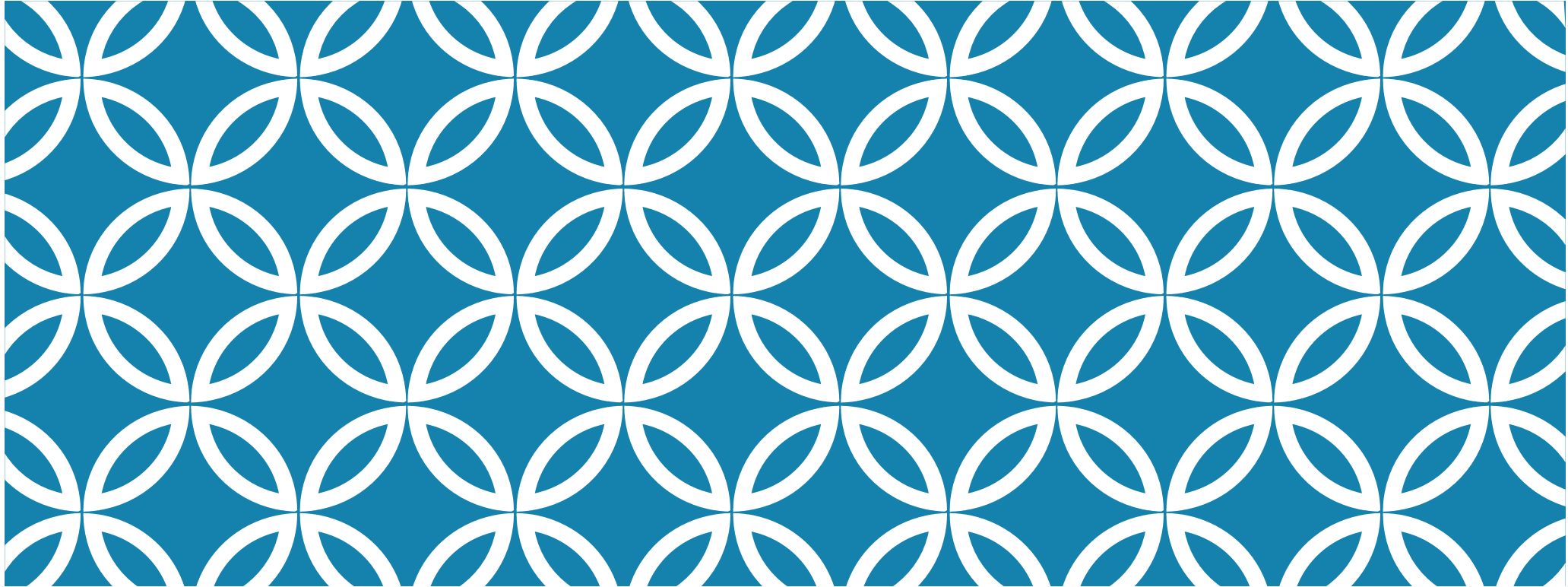
Check out the Insurance page of the TPS website! Most of your questions regarding coverages, rates, etc. are addressed here!

Staff → Insurance

<https://www.trumbullps.org/departments/business-office/payroll-insurance>

Information needed is not on the TPS website or is unclear

Email your question or concern to OpenEnrollment@trumbullps.org



OPEN ENROLLMENT DEADLINE:

MAY 24, 2024