

# DALLAS ISD BENEFITS

## New Employees

### Welcome!

As a new employee, you have **31 days** from your start date to complete the benefits enrollment for you and your dependents. You may enroll in benefits by going directly to the Benefits Enrollment Portal, or by calling the Benefits Department at the number below. Due to new hire processing, it can take up to 7-10 business days, from your start date, to be able to access the [Benefits Portal](#).

### Benefits Guide

To view available benefit plans, please review the [Annual Enrollment Guide](#). This guide provides information on all benefit plans including additional benefits available. You can also find all benefit plan information and resources by visiting the [Benefits website](#).

### Contact Us:

Email: [Benefits@dallasisd.org](mailto:Benefits@dallasisd.org)

Phone: 972-925-4000; Option 2  
or 972-925-4300

### [Annual Enrollment Guide](#)



### Access to Enrollment Portal

You can access the Enrollment Portal by going to the Benefits website or by visiting the [Benefits Portal](#) directly. You will be able to enroll in benefits, designate your beneficiary, and access numerous health and welfare programs. Please print or save your confirmation statement after enrolling in your benefits for your records.

- Your initial, temporary password will be 12 digits: starting with the two digits of your birth month, then the two digits of your birth date, followed by the last four digits of your birth year, and finally, the last four digits of Social Security number. (MMDDYY + last four of your SSN).
- Example: Sally's birthday is 07/04/1990 and SSN is 123-45-6789 = 070419906789.

### Substitutes

As a substitute, you are eligible for the TRS ActiveCare Primary medical plan, provided by Blue Cross Blue Shield of Texas, United Health Care DHMO Dental & Basic Vision plan. Please note that once you have enrolled in a benefit plan the premium deductions will remain active regardless of the number of days worked. If there is a period of time you do not work during the school contract year, when you return the full premium balance for that month(s) missed will be due in full.

## **Mandatory Escrow Program for 9 Month - Bi-Weekly Employees**

Bi-Weekly employees that do not work over the summer (typically Transportation and Food Service) are required to pay for summer benefit premiums by having an additional amount taken from each pay period as escrow payments. This ensures the benefits are fully paid, and the employee does not have a significant arrears deduction from their August paychecks. This escrow deduction amount will cover the costs of the elected benefits for June and July. The escrow deduction is calculated to ensure employees receive benefits during the district's summer break.

## **Appeals**

Dallas ISD has the option for you to appeal benefits if it is one of the following:

- Any last-minute changes up to 45 days from Annual Enrollment.
- Any errors that the employer created.
- If you are outside of the 31-day window of a Qualifying Life Event.

To request an appeal, you must file an appeal request form. For more information please email [appeals@dallasisd.org](mailto:appeals@dallasisd.org).

## **Leave of Absence**

Per district policy, DEC (REGULATION), if you are gone more than five consecutive business days, you are required to apply for a leave of absence. You can apply by calling 972-925-4000: Option 1. The Leave of Absence will protect your job while you are away. Leaves are unpaid unless you have sufficient PTO to cover the absences.

## **Visa Employees**

For more detailed information and guidance on ITINs, please visit the official IRS website: [click here](#). If you believe you meet the criteria for an ITIN, we encourage you to take the necessary steps to obtain one and ensure compliance with U.S. tax laws. Understanding your tax obligations is essential, and having the right tax identification number is crucial for effectively fulfilling your responsibilities. If you have any questions or need more help, please don't hesitate to contact the Visas Department at [Visa@dallasisd.org](mailto:Visa@dallasisd.org).

## **Pre-existing Condition**

A medical illness or injury that you had before the start of your new coverage, may be a pre-existing condition. The insurance company may not pay for your medical bills or pay you for programs like Disability, if you have a pre-existing condition. For more information on what is considered a pre-existing condition, please reach out to your provider.

*Thank you!*