



## **Open Enrollment is Coming!**

Open Enrollment is getting ready to start!

That means it's time for you to select your 2025 benefits!

### **What is Open Enrollment (OE)?**

Open Enrollment is a once-a-year opportunity where benefits-eligible employees can enroll in or make changes to benefits for themselves and those who are covered under their benefit plans.

### **When is Open enrollment**

Open Enrollment for the 2025 plan year **begins October 21st and will end on November 1st at noon.**

### **What do you need to know?**

- If you are covering a spouse on your health plan you **DO** need to complete the Spousal Coordination of Benefits Form, even if you are not making any changes to your plan.
- If you wish to participate or to continue to participate in the Flex Spending Unreimbursed Medical or Dependent Care plans you **DO** need to re-enroll for the upcoming year.
- Requests to make changes to your Health/Dental/Vision/FSA/Supplemental plans will be submitted via PeopleSoft [www.psa.nccde.org](http://www.psa.nccde.org) you would login to your account and complete the process. The site will be open from October 21, 2024 – November 1, 2024.
- Requests to make changes to your Worksite Benefits (LTD, STD, Accident, Critical Illness, Hospital, or Whole Life Insurance) will be directed to either the EFP Site or Call Center.

- If you are looking to add/change your plans regarding Supplemental Life Insurance or the Worksite Benefits, you will have to go through an underwriting process and Hartford and UNUM will determine if eligible for requested coverage.
- If you are looking to add an eligible dependent to your coverage, you do need to work with Human Resources to provide the appropriate documentation to be able to add that dependent to your benefits.
- If you are looking to update your Supplemental Life Insurance Amount you need to work with Human Resources to complete necessary documents.
- Representatives from Aetna, Highmark, and UNUM (EFP) will be present at each live meeting.

**Will there be an enrollment meeting?**

Yes, and we encourage you to attend! In-person/virtual open enrollment meetings will be held on:

7:00 am – 2:00 pm	<b>10/22/2024</b> – William J. Conner Building, Lobby
9:00 am – 2:00 pm	<b>10/23/2024</b> – Government Center, Manager’s Conference Room
9:00 am – 2:00 pm	<b>10/24/2024</b> - Louis L. Redding Building, Council Chambers, 1 <sup>st</sup> Floor
8:00 am – 3:00 pm	<b>10/25/2024</b> - Public Safety Building, Robert L. Snow Conference Room
2:00 pm – 6:00 pm	<b>10/29/2024</b> – Public Safety Building, Robert L. Snow Conference Room
7:00 am – 2:00 pm	<b>10/30/2024</b> – William J. Conner Building, Lobby
9:00 am – 2:00 pm	<b>10/31/2024</b> – Government Center, Manager’s Conference Room

You can review information about New Castle County's current plans available via the Benefit Portal – <https://nccde.eebenefits.site/>

Have benefits questions? Need help enrolling? Other questions? Contact HR Benefits at (302) 395-5180.