



COUNTY OF UNION

DEPARTMENT OF ADMINISTRATIVE SERVICES

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CLAUDIA Y. MARTINS
*Director of Personnel
Management & Labor Relations*

TO: All Employees

FROM: Laura M. Scutari, Director
Department of Administrative Services

RE: Open Enrollment for FSA Accounts, Horizon Health, CVS
Caremark Prescription, Vision (VSP), Dental and
Voluntary Benefits through Colonial Life

DATE: December 4, 2020

Open Enrollment, which provides employees the opportunity to add/delete qualified dependents, or make changes to their plan options, will be starting today. Employees wishing to make any changes must complete the appropriate Enrollment Forms and return to their Personnel unit no later than **Wednesday, December 23, 2020**. Forms can be obtained through your department's Personnel Liaisons, your Personnel Office, or online at www.ucnj.org/employees. If no changes are being made, please do not complete a form.

This year, Open Enrollment is allowing employees to enroll and make changes to the following benefit options. Directions for submitting enrollments and changes can be found on the attached instruction page.

- FSA Accounts: Medical and Dependent Care Plans
- All health benefits (medical, prescription, dental and vision)
- Voluntary benefit plans through Colonial Life

The County is pleased to announce the addition of a new dental plan through Delta Dental called the Enhanced Premiere Dental Plan. It includes \$2,500 for Adult/Child orthodontics, and 50% coverage for bridgework and dentures. Full details outlining the plan can be found on the plan summary located on the above mentioned County website. Please note that this plan, unlike the others, does have a deductible that needs to be met.

All Open Enrollment changes will become effective January 1, 2021. Modifications to coverage can result in an adjustment to your payroll deductions. It is your responsibility to let us know if your dependents have aged off any of your plans.

If you require additional information, please call Colleen Koch at X4021 or Gene Esquivel at X4067 in the Administration Building, or Barbara Watts X7174/X3723 in the Division of Social Services. You may also send your questions via e-mail to healthbenefits@ucnj.org.

DIVISION OF PERSONNEL MANAGEMENT AND LABOR RELATIONS



Open Enrollment Information and Submission Instructions

Changes for Medical, Prescription, Dental, and Vision

- Forms should be completed and can be sent via interoffice or e-mail as follows. Please note that you may have your departments Personnel Liaison submit your forms for processing.
 - Colleen Koch or Eugenio Esquivel in the Division of Personnel located in the Administration Building or via e-mail at healthbenefits@ucnj.org
 - Barbara Watts (bwatts@ucnj.org) for all changes for employees of the Division of Social Services.

Enrollments for Medical and Dependent Care FSA Accounts

- All enrollment forms should be sent to Eugenio Esquivel in the Division of Personnel via interoffice or e-mail at healthbenefits@ucnj.org for processing. You will receive an e-mail to your Union County e-mail account confirming receipt of your form by the end of open enrollment.
- Please keep the following 2 items in mind before submitting an enrollment form.
 - If you participated in 2020 and wish to continue participating for 2021, please **SEND** in the form. You will not be enrolled automatically and must re-enroll every year.
 - If you NEVER participated and still DO NOT wish to participate, **DO NOT SEND** in a form indicating you do not wish to participate. The form is not necessary.
- Maximum Contribution Amounts for 2021
 - Medical FSA Accounts: **\$2,750**
 - Dependent Care FSA: **\$5,000**
- Helpful information regarding the different plan options
 - Medical FSA: [https://learn-horizonmyway.hellofurther.com/Individuals/Browse_by_Account/Flexible_Spending_Account_\(FSA\)](https://learn-horizonmyway.hellofurther.com/Individuals/Browse_by_Account/Flexible_Spending_Account_(FSA))
 - Dependent Care FSA: [https://learn-horizonmyway.hellofurther.com/Individuals/Browse_by_Account/Dependent_Care_Assistance_Program_\(DCAP\)](https://learn-horizonmyway.hellofurther.com/Individuals/Browse_by_Account/Dependent_Care_Assistance_Program_(DCAP))

Colonial Life Voluntary Benefits

- Employees have the option to enroll in voluntary benefits, such as short-term disability and life insurance plans with Colonial Life. To enroll or review any of the plans with a Benefits Counselor, an appointment for a telephone call must be scheduled. For a full listing of the benefits being offered and to schedule a phone call appointment, please use the link below.
- Link: <https://nep-tes.com/unioncountybenefits/>