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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 Medical, CVS
Caremark Prescription, Dental, and Vision (VSP)

DATE: November 4, 2024

Open Enrollment, which provides employees the opportunity to add/remove qualified dependents, and/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 them to their Personnel unit no later than **Friday, November 29, 2024**. 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)

All Open Enrollment changes will become effective January 1, 2025. 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 the Health Benefits Unit (x4021) at in the Administration Building, or Barbara Watts (x7174/x3723) in the Division of Social Services. You may also send your questions via email to healthbenefits@ucnj.org.

DIVISION OF PERSONNEL MANAGEMENT AND LABOR RELATIONS

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