COUNTY OF UNION

DEPARTMENT OF ADMINISTRATIVE SERVICES
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TO: All Employees

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

RE: Open Enrollment for FSA Accounts, Medical, Prescription, Dental, and Vision Insurance Coverage

DATE: November 2, 2026

Open Enrollment, which provides employees the opportunity to add/remove 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 them to their Personnel Unit no later than **Monday, November 30, 2026**. 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, 2027. 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.

Instructions for submitting Open Enrollment changes are included for your review. If you require additional information, please call the Health Benefits Unit (x4067) in the Administration Building, or Joan Frye (x3831) in the Division of Social Services. You may also send your questions via email to healthbenefits@ucnj.org.