



# MEMO

To: All Employees  
From: Rick DeOrdio, Benefits Supervisor  
Date: Oct. 4, 2016  
Subject: Open Enrollment for Jan. 1, 2017 Health Plan Coverage

Open Enrollment meetings begin Nov. 2, and all full-time employees need to meet with a member of the benefits team. Due to federal reporting requirements, employees will need to complete the new **“City of Irving Insurance Open Enrollment Form”** and give it to a member of the benefits team during one of the meeting dates. Employees not making benefit changes can check the box on the front of the form indicating this decision. If making changes, employees will need to provide all applicable dependent information such as Social Security numbers and birthdates. Forms are available on Inet and are also accessible from home by visiting [www.cityofirving.org](http://www.cityofirving.org). Completed forms need to be signed and reviewed by the benefits staff no later than 5 p.m. Nov. 28 to be sure all required data has been provided. There are meeting dates for the benefits staff to visit with all departments to simplify the Open Enrollment process. Forms will not be accepted at the Human Resources office or via interoffice mail. Changes made during Open Enrollment take effect Jan. 1, 2017.

Plan participants will need to list all dependents who will be on any of the city-sponsored insurance plans in section 3A on the enrollment form. There will be a box to check if no changes are being made. Also, there is a box to check to **“Opt-Out”** of the city-offered insurance. Employees who are not making any insurance changes this year or are not enrolling on any city-sponsored insurance plan still need to complete the form. Employees also need to complete the new **“Life Insurance/AD&D Enrollment/Change Form”** if making changes to life insurance coverage for 2017. The new form has multiple lines for primary beneficiaries. Many employees have never updated beneficiary forms over the years and it is imperative for Human Resources to have the most up-to-date information on file.

The Internal Revenue Service requires employees to re-enroll in **Flexible Spending Account (FSA) or Health Savings Account (HSA)** each year. Therefore, employees who are continuing FSA and/or HSA benefits in 2017 will need to complete a new enrollment form for payroll deduction to be set up. Voluntary benefit elections and changes, such as the Aflac or Cigna accident and critical illness products, can be made during any of the three meeting dates noted with **Voluntary Benefits** on the schedule.

To download Open Enrollment packets, visit [www.cityofirving.org](http://www.cityofirving.org), go to the “Employee Resources” link at the bottom of the homepage and select [“For Employees.”](#) The packet includes:

- 2017 Open Enrollment Guide
- 2017 Open Enrollment Checklist
- 2017 Open Enrollment Form
- 2017 Summary of Benefits
- Cigna Open Access Directory of Providers
- Cigna Local Plus Directory of Providers
- CIGNA Dental Schedule of Benefits
- Flex Spending Form
- Health Savings Account Form
- Life Insurance Enrollment/Beneficiary Form

**All forms must be received by the Nov. 28 deadline.** Employees who do not have online access or have any questions may contact Angie Frettoloso at (972) 721-4757, Rob Cascante Diaz at (972) 721-2682 or Rick DeOrdio at (972) 721-3778 for additional assistance.