

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources



OPEN ENROLLMENT 2009



Q1. What is Open Enrollment?

- A. Open Enrollment is a designated time frame each year, in which employees can make changes to their benefit elections. These benefits include health, vision, dental, Flexible Spending Accounts, Short Term Disability Insurance and Long Term Disability Insurance.

Q2. Are there any new plan offerings during Open Enrollment?

Yes, for this year only, DCEHB enrollees will also be able to enroll and/or make changes to Life Insurance Elections. The Life Insurance Open Enrollment **does not apply to FEHB enrollees.**

Q3. What is the difference between DCEHB and FEHB enrollees?

- A. District of Columbia Employee Health Benefit (DCEHB) enrollees are employees of D.C. Government that were first hired on or after 10/1/87.

Federal Employee Health Benefit (FEHB) enrollees are employees of D.C. Government that were first hired on or prior to 9/30/87.

Q4. When is Open Enrollment?

- A. Open Enrollment is from November 10th through December 8th.

Q5. How can I make changes to my benefit elections?

- A. All Open Enrollment changes must be submitted through Employee Self Service (ESS)*.

*DCPS employees must use the web-based portal that is set up through IT. The employees can get more information through the DCPS HR office.

Q6. Can I make changes from my computer at home?

- A. No, to access Employee Self Service (ESS)*, you must be logged on to a computer that is connected to a D.C. Government server.

*DCPS employees must use the web-based portal that is set up through IT. The employees can get more information through the DCPS HR office.

Q7. What can I do if I need assistance with ESS or do not have access to a PC?

- A. Employees that need assistance with ESS or need to use a network PC can come to the HR Answers Customer Service Center located at 441 4th Street, NW. This location is accessible via Metro's Red line at Judiciary Square. The hours of the Customer Service Center are Monday through Friday from 8:30am to 5:00pm.

Q8. When do changes made during Open Enrollment go into effect?

- A. For employees that are paid bi-weekly, the changes made during open enrollment will be effective January 4, 2009. For employees that are paid semi-monthly (some DCPS, some UDC) the changes made during Open Enrollment will be effective January 1, 2009.

Q9. Do I have to make changes during Open Enrollment?

- A. No, you do not have to make changes to your benefit elections during Open Enrollment. If you opt not to make any changes, the current plan that you have will remain in place. However, with Flexible Spending Accounts (FSA), you do have to make the election **each year** in order to keep the pre-tax benefits.

Q10. Will my Health and Dental premiums change?

- A. Yes, the rates for health and dental have increased. The rates are available online at www.dchr.dc.gov. Even if you do not make any changes during Open Enrollment, your premium will be adjusted according to your plan election.

Q11. Will I have an opportunity to meet with the providers to discuss different insurance options?

- A. There are several Health Benefit Fairs that are being held throughout the city, both during the week and on weekends. The schedule of fairs is available online at www.dchr.dc.gov.

Q12. Where can I get information on the current plan offerings?

- A. You can get information by attending one of the Health Benefit Fairs or going online to www.dchr.dc.gov.