



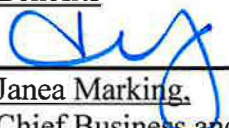
BULLETIN

SUBJECT: Employee/Retiree Health Benefits **2024-25 NO. BS - 13**
Open Enrollment Benefits Fair

TO: All Benefit Eligible Employees

DATE: September 24, 2024

PREPARED BY: Keyshun Marshall, **DEPARTMENT:** Risk Management /
Director II Employee Health
Benefits

REVIEWED BY: Amber Peña **APPROVED:** 
Manager II, Janea Marking,
Risk Management/ Chief Business and
Employee Benefits Operations Officer

**October 2024 Employee Health Benefits Open
Enrollment All Benefit Eligible Employees**

Open Enrollment Dates: October 07 – November 1, 2024

Effective Dates: January 1, 2025 – December 31, 2025 Plan Year

Open Enrollment is your annual opportunity to review and make changes to your benefits. During Open Enrollment, you can:

- Enroll in a different plan
- Add or remove dependents from your plans
- Waive your medical benefits
- Update or change your life insurance beneficiary
- Enroll in Flexible Spending Account

*Please note there have been no changes to the health carriers, only changes to the rates. All changes are effective January 1, 2025. Your current benefits will remain the same unless you make changes during Open Enrollment. Open enrollment information will be posted on the district's website at <https://www.scusd.edu/health-benefits>.

Option Changes: If you would like to change your district plans based on the new rate sheets, you may log onto: www.benefitbridge.com/saccityusd to make the necessary changes. All changes must be submitted by October 7, 2024 and no later than November 1, 2024 at 5:00pm. Forms can be submitted by email, walk in or fax.

Sacramento City Unified School District
Attn: Employee Benefits Open Enrollment
5735 47th Avenue
Sacramento, CA 95824
916-399-2071 fax - benefits@scusd.edu

Open Enrollment - Benefits Fair

There will be health care providers onsite and available to answer questions.

- **When: October 18, 2024, 10:00am - 4:00pm**
- **Where: Serna Center Community Rooms, 5735 47th Avenue, Sacramento, CA 95824**

Required Documentation to Add Dependents: If you are adding a dependent, you will be required to provide proof of eligibility i.e. marriage/domestic partner certificate, birth certificate and social security number for all dependents being added.

Add Dependents Outside of Open Enrollment Period: Dependents must be added within 30 days of a qualifying event, such as marriage, marital status change, birth, registered domestic partner, or loss of coverage along with required documentation.

Marital Status Change: If you become divorced or your spouse passes away, you must notify the Employee Health Benefits department within 30 days of the event. Members who fail to report changes to their health enrollment in a timely manner may be liable for premiums paid in excess of six months from the date the change was recorded. In addition, members may be liable for costs incurred as a result of services provided to an ineligible dependent.

Flexible Spending Account (FSA): Enrollment is required every year and must be completed no later than November 1, 2024 for a January 1, 2025 effective date. You may enroll by clicking on the [Benefit Bridge](#) link.

Beneficiary: It is important to keep your beneficiaries updated with the district and your retirement agency CalSTRS or CalPERS. Beneficiary updates can be done during and outside of open enrollment.

Dual District Coverage: Dual coverage is not allowed if you are married and both employees of the district. You must enroll into the same plan together while one spouse will complete a Health Benefit Waiver form and will receive single health refund if classified or cash-in-lieu if certificated. Click to access [Health Benefit Waiver](#)

Rates: Please see the 2025 rate sheets located at <https://www.scusd.edu/health-benefits>.

If you have any questions or would like further assistance, please feel free to contact us and schedule an appointment with your benefit technician.

Employee Benefits Office Location and Office Hours:

5735 47th Avenue, Sacramento, CA 95824

8:30am - 4:00pm Monday, Tuesday & Thursday - Walk-ins & Appointment days
Wednesday & Friday – Desk Days – Visitors will be asked to complete Visitors form

Phone: 916-643-9432

Fax: 916-399-2071

benefits@scusd.edu