

Key Points to Remember

- Plan Year ~ July 1, 2017 through June 30, 2018.
- Everyone **must** see an enroller.
- The Voluntary benefits with the exception of the Lincoln Term Life benefits are new offerings. **If you want these benefits in place for the 2017- 2018 plan year, you must enroll. Even if you choose not to select these benefits, you must see an enroller to decline coverage.**
- **Your current Voluntary benefits will not rollover.** Most of these benefits are guarantee issue. If you have had a challenge when applying for benefits in the past, now is your time to apply. There are pre-existing stipulations, but the coverage will still be afforded to you.
- The Annual Benefits Enrollment will occur **Tuesday, April 25th through Friday, April 28th** with Mark III Benefits Counselors onsite. The enrollment will officially end on **Tuesday, May 2nd at 5pm**. No changes will be allowed after this date.
- Payroll deductions for this year's enrollment will start ***the month of June***.
- Elections made during annual enrollment cannot be changed once the enrollment period ends ***unless you have a qualifying event such as marriage, divorce, death of a spouse or child, birth or adoption, termination of employment or change in employment hours from full-time to part-time or vice-versa.***
- If you should have a qualifying event, you will have 30 days from the date of the qualifying event to request a change to your benefits. ***All requests must be made to your Human Resources Department.***

