

Frequently Asked Questions (FAQs)

Q What is open enrollment?

A Open enrollment is your opportunity to make benefit choices for the upcoming plan year. During Open Enrollment, you may change your plan options and/or add or remove eligible dependents from your coverage. These are the benefits you may select, change, or waive:

- Medical, dental, and vision insurance
- Healthcare Flexible Spending Accounts
- Dependent Day Care Flexible Spending Accounts

Q When is Open Enrollment?

A Open Enrollment begins on Wednesday, November 1st and continues through Wednesday, November 15th at 11:59 p.m.

Q Is it necessary to respond?

A Yes, if you want to make changes to your benefits. However, if you want to continue the same benefits and do not want to participate in the Flexible Spending Account program, you do not have to respond.

Q How do I make changes?

A Open Enrollment changes may be made online through the HR Connection web portal. [Click here](#) for instructions.

Q When do the benefits I choose or the changes I make become effective?

A Changes made during open enrollment are effective on January 1, 2018.

Q What happens to my benefits if I do not respond?

A All current benefit elections will be carried forward into the 2018 plan year except for the Flexible Spending Account (FSA) plan. **FSA participants must elect to participate in the plan and designate a contribution amount for 2018.**

Q What if I do not have a computer or need assistance enrolling?

A Human Resources has scheduled six designated meeting times to assist employees with the open enrollment process. Refer to page 3 for a list of scheduled sessions. You may also visit our office in Shelbie King Hall Room 102 for assistance.

Q Is the “use-it-or lose-it” rule still in place for the healthcare Flexible Spending Account plan?

A Participants may carry over to 2018 – instead of forfeiting - up to \$500 in unused funds that were tax-deferred in 2017.

- You may carry over up to \$500 in unused health FSA balance from 2017 to the 2018.
- The health FSA money carried over to 2018 may be used only for claims incurred in 2018.

Q How long can dependents stay on my UAH health insurance plan?

A Dependent children may remain in the health plans until age 26, whether they are single or married, or have access to other insurance coverage. Click [here](#) for the complete list of eligibility requirements.