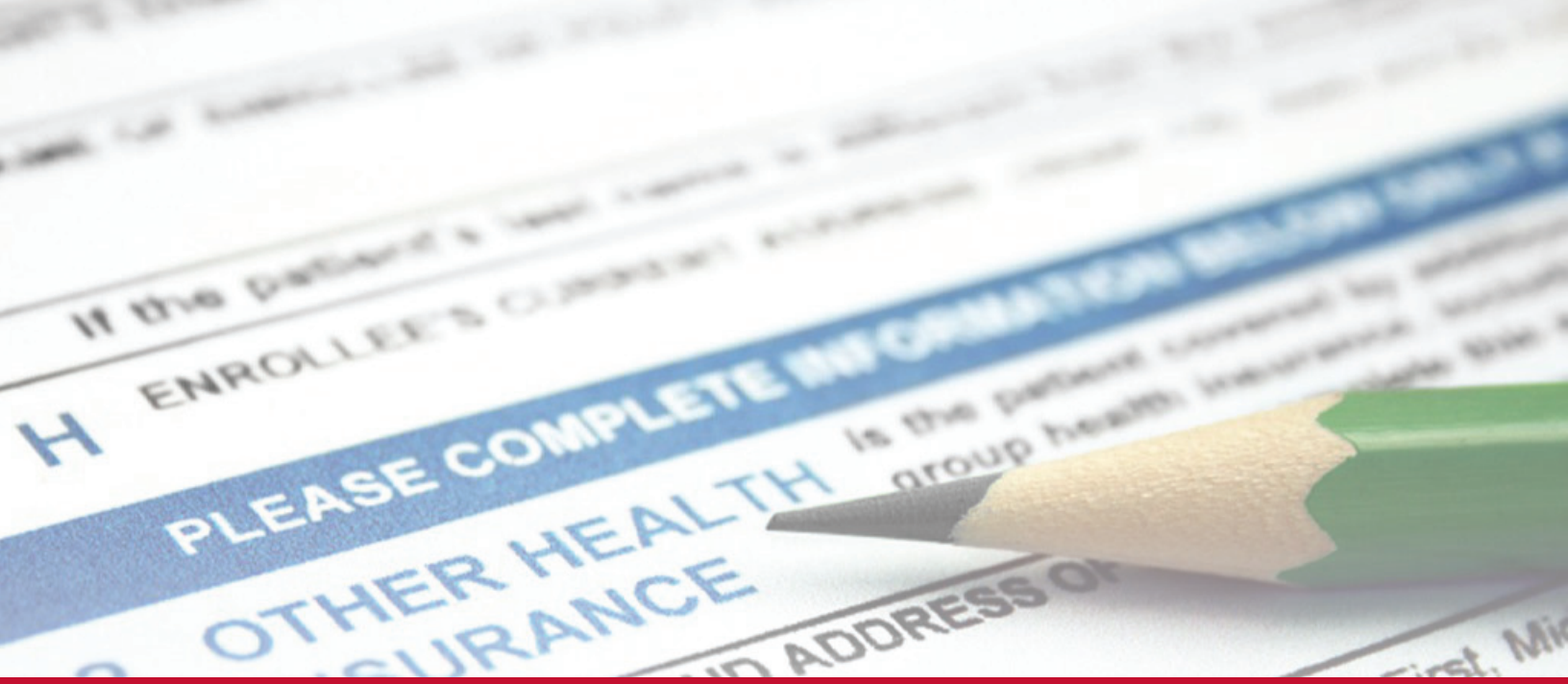


DC Government Benefits Enrollment Guide

CHOOSEWELL
LIVEWELL
BEWELL

dchr
DC Department of Human Resources

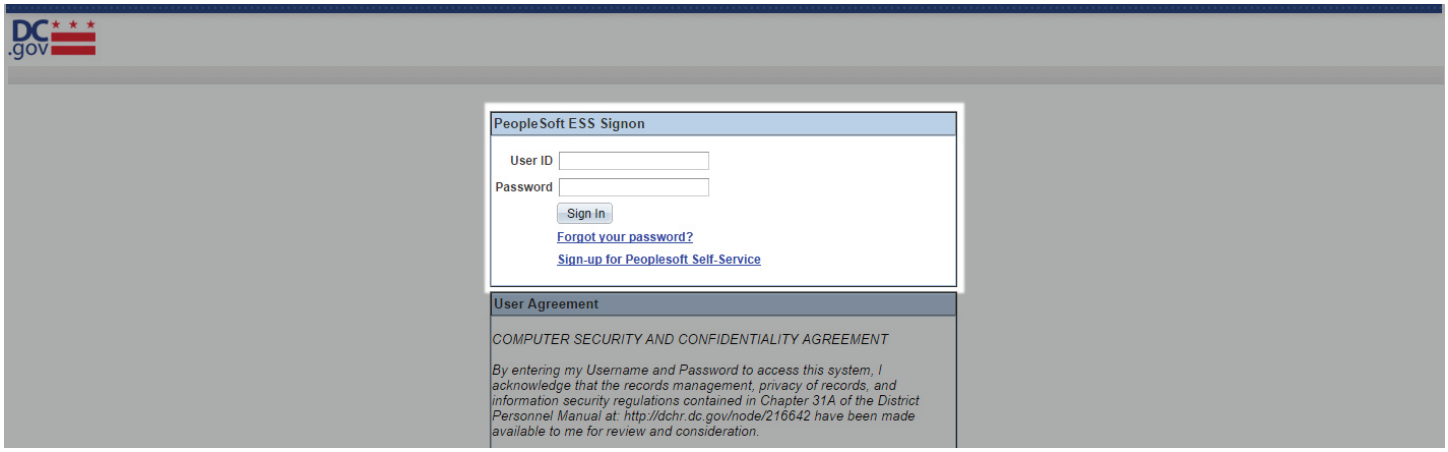
How to Enroll in Your DC Government Benefits

Open Enrollment Period for your 2015 benefits begins **Monday, November 10, 2014 and ends Friday, December 12, 2014 at 5:00 p.m**. This is your opportunity to review your current benefit elections and make any necessary changes. To enroll in or make changes to your benefits during Open Enrollment, please follow the instructions listed in this guide.

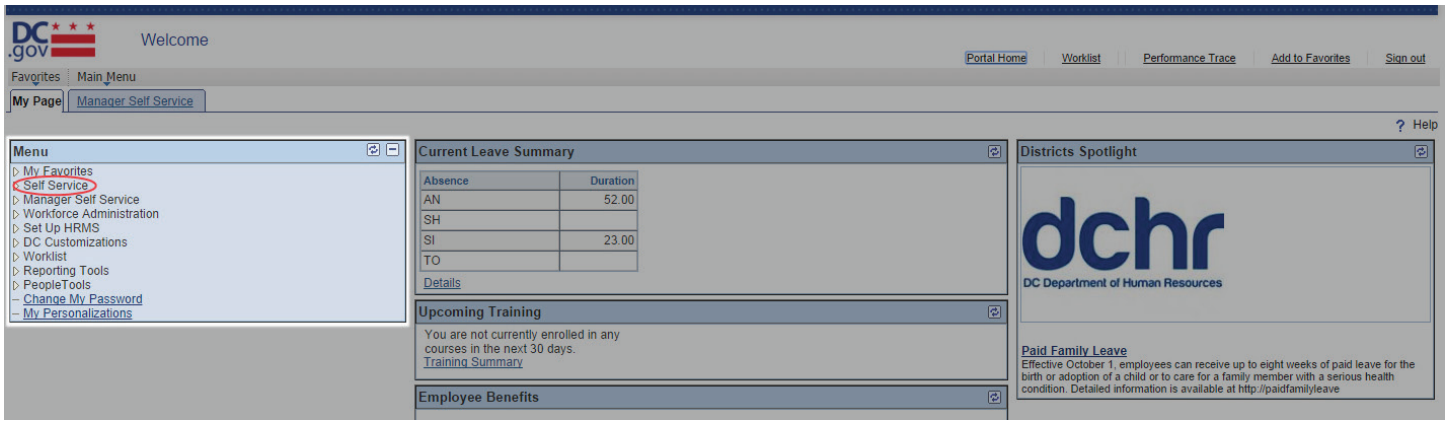
For employees that are paid bi-weekly, changes made during open enrollment will be effective January 11, 2015. For employees that are paid semi-monthly (some DCPS and UDC) the changes made during Open Enrollment will be effective January 1, 2015.

1 Log in to **Employee Self Service** (ESS) at https://ess.dc.gov.

Please Note: Employee Self Service (ESS) is accessible through PeopleSoft on ***any computer***. Computers are available for employee use at the DCHR Customer Care Center located at 441 4th Street, NW in the Lobby level of 1 Judiciary Square.

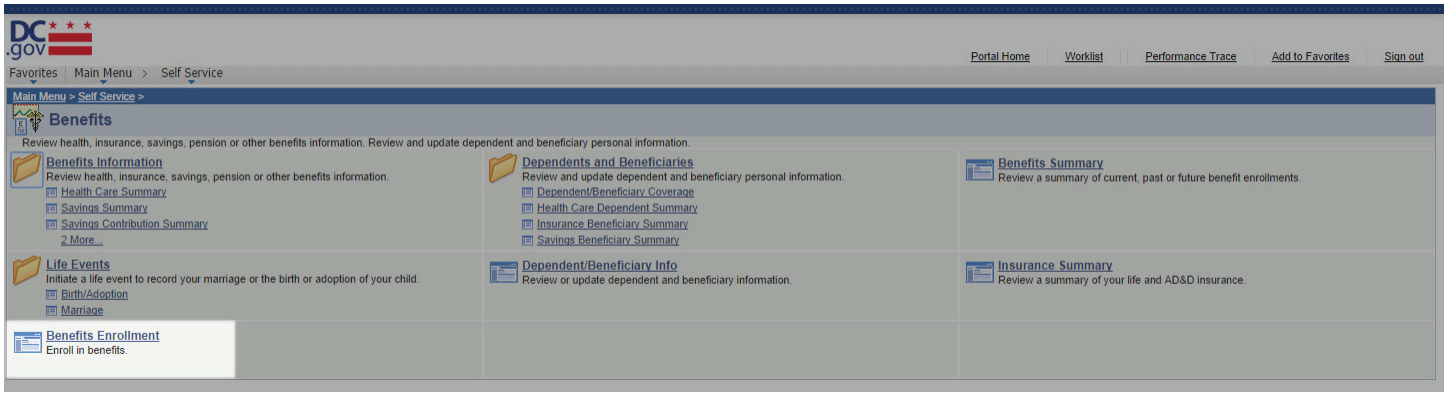


2 From the Main Menu, **select Self Service** under the Menu options on the upper-left side.

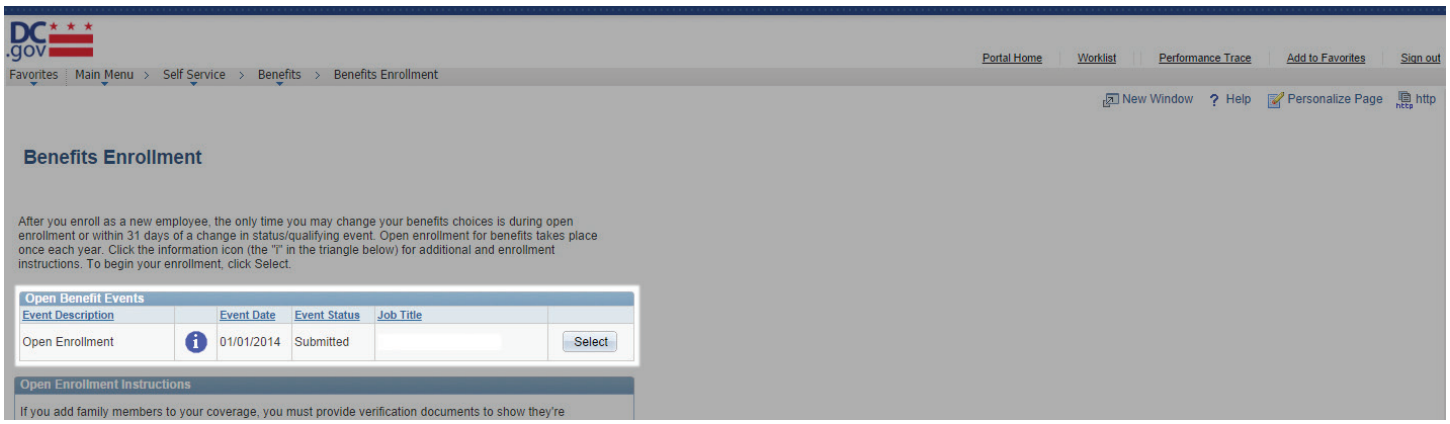


3 One the Self Service page, **select the Benefits option** on the left side, second row.

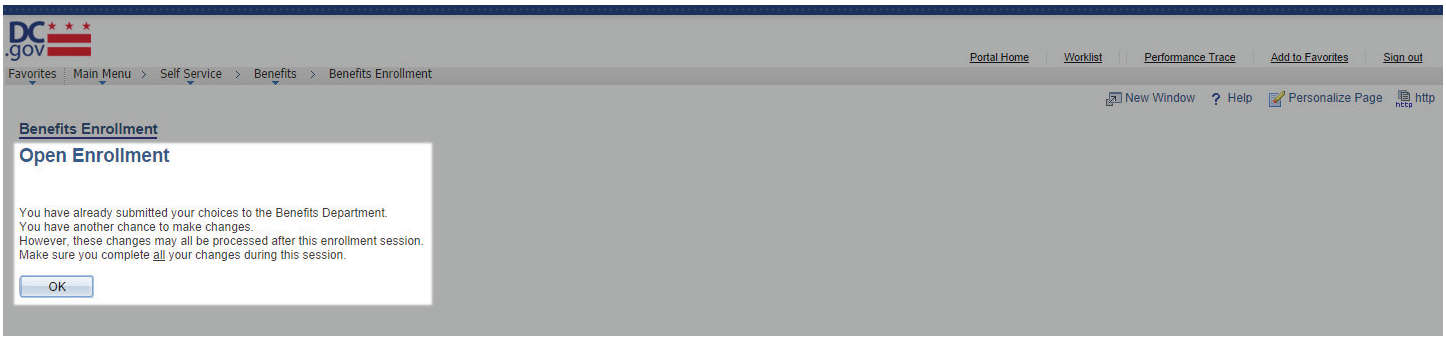
4 On the Benefits page, **select the Benefits Enrollment option** on the left side third row.



5 On the Benefits Enrollment page, **select the Open Enrollment option** listed under the Open Benefits Events Menu.

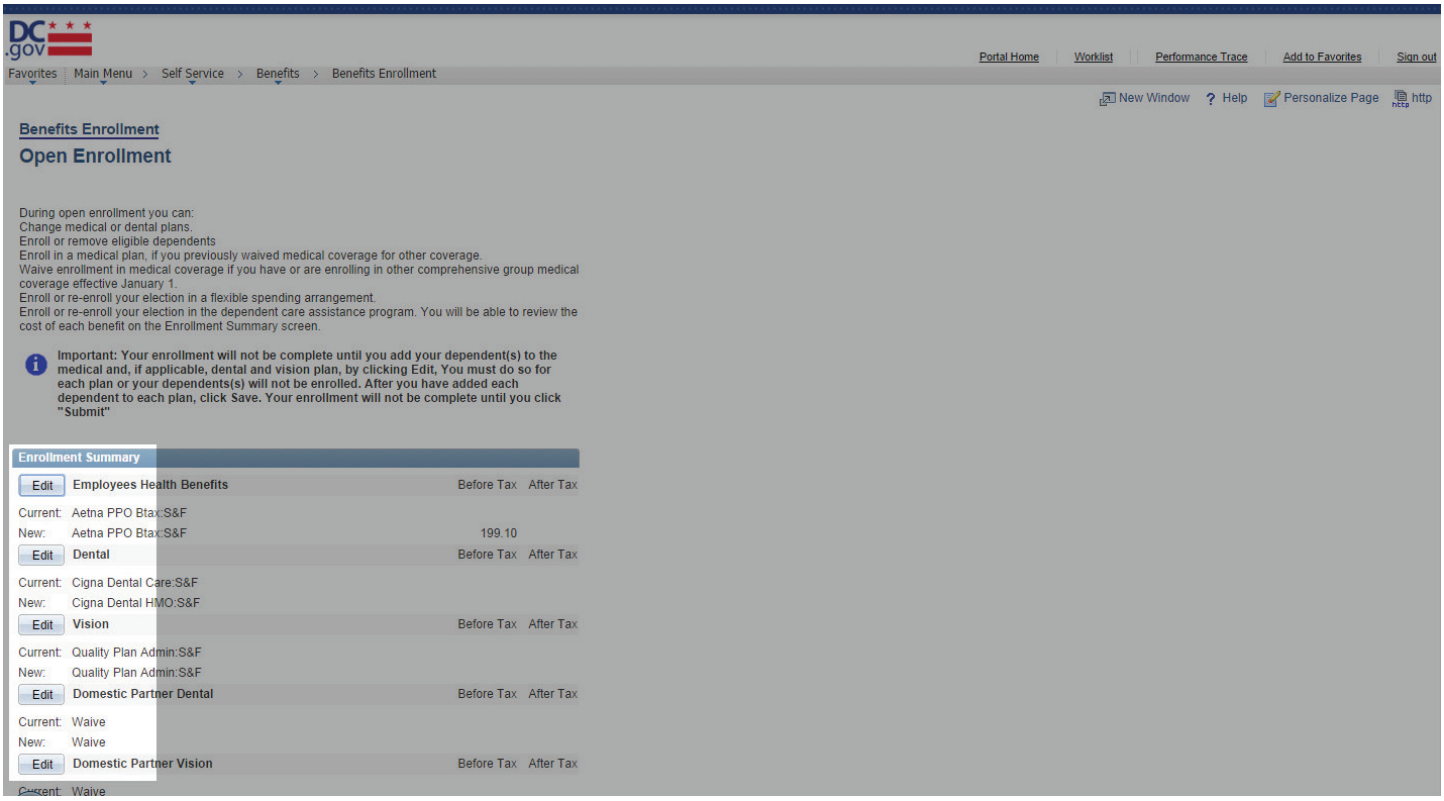


6 You will now be directed to a confirmation page, which will ask you to confirm that you would like to proceed with enrolling in and/or changing your benefits. **If you would like to continue, select OK.**



7 On the Open Enrollment page, you will see your **current Enrollment Summary** (if enrolled previously, it will be populated with your current selections), available Open Enrollment selections, as well as a table that summarizes the estimated costs for your benefit choices.

To change/enroll in your benefit options, select the Edit button on the left of the benefit.

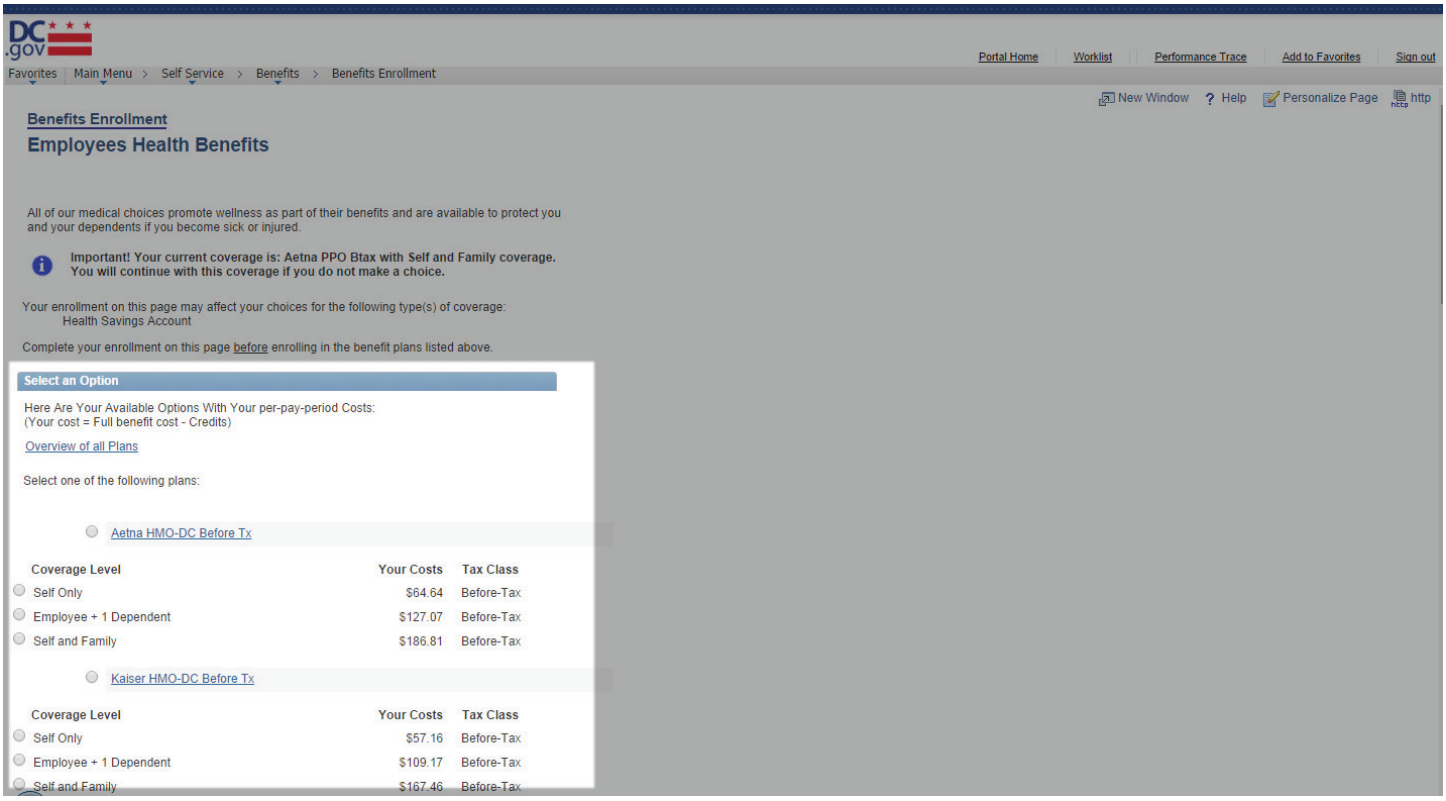


2015 Open Enrollment selections include: Employee Health Benefits; Dental; Vision; Domestic Partner Dental; Domestic Partner Vision; Short-Term Disability; Long-Term Disability; Section 457; Flex Spending Health; Flex Spending Dependent; Transit FSA; and Parking FSA.

**Please Note*: Life insurance is not a 2015 Open Enrollment event. AFLAC Cancer Insurance, AFLAC Hospital Confinement, AFLAC Personal Sickness, AFLAC Personal Accident, AFLAC Specify Health Event, and 529 College Savings Plan are 2015 Open Enrollment events, but occur outside of Employee Self Service; see last page for enrollment details.

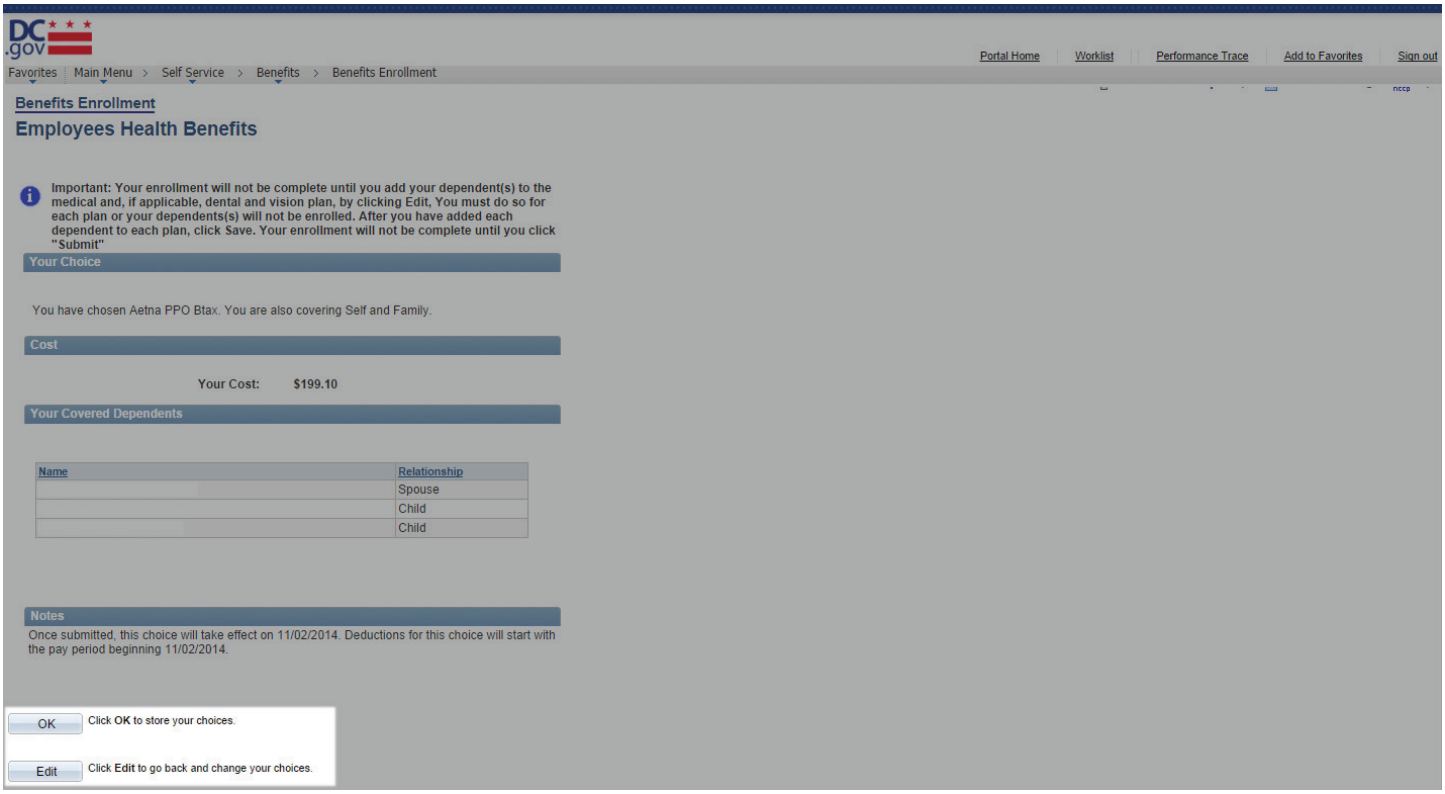
8 **When you select Edit** for any of the available benefit options, you will be taken to a specific page for each option that includes:

- Summary information of current benefits, if applicable.
- Any additional previously enrolled benefits that may be affected by changing your current coverage, if applicable (for example, making changes to your medical coverage may affect your health savings account).
- A link to an overview of all available plans.
- Available options with your per-pay-period costs.
- Dependent enrollment options.
- Add and/or Review Dependent option.

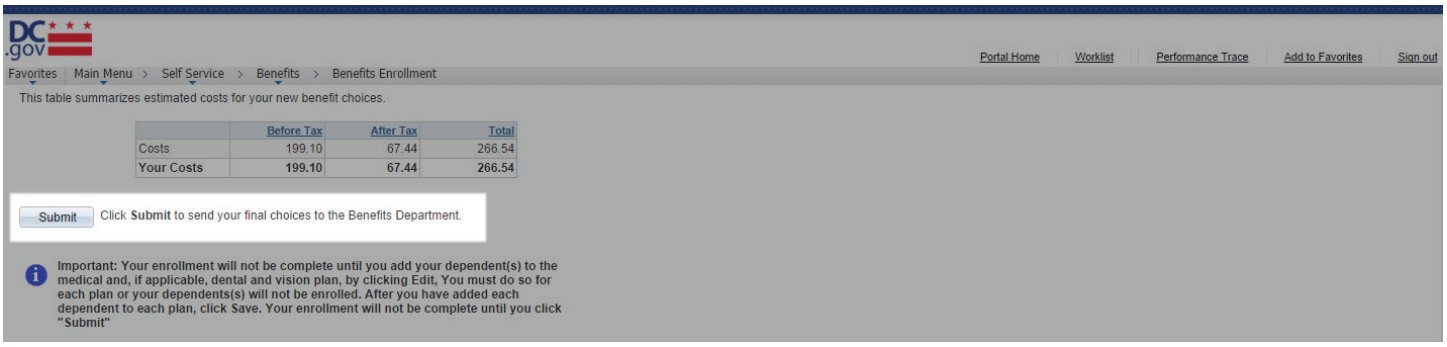


9 **Upon enrolling in and/or making changes**, you will then be given the option to select:

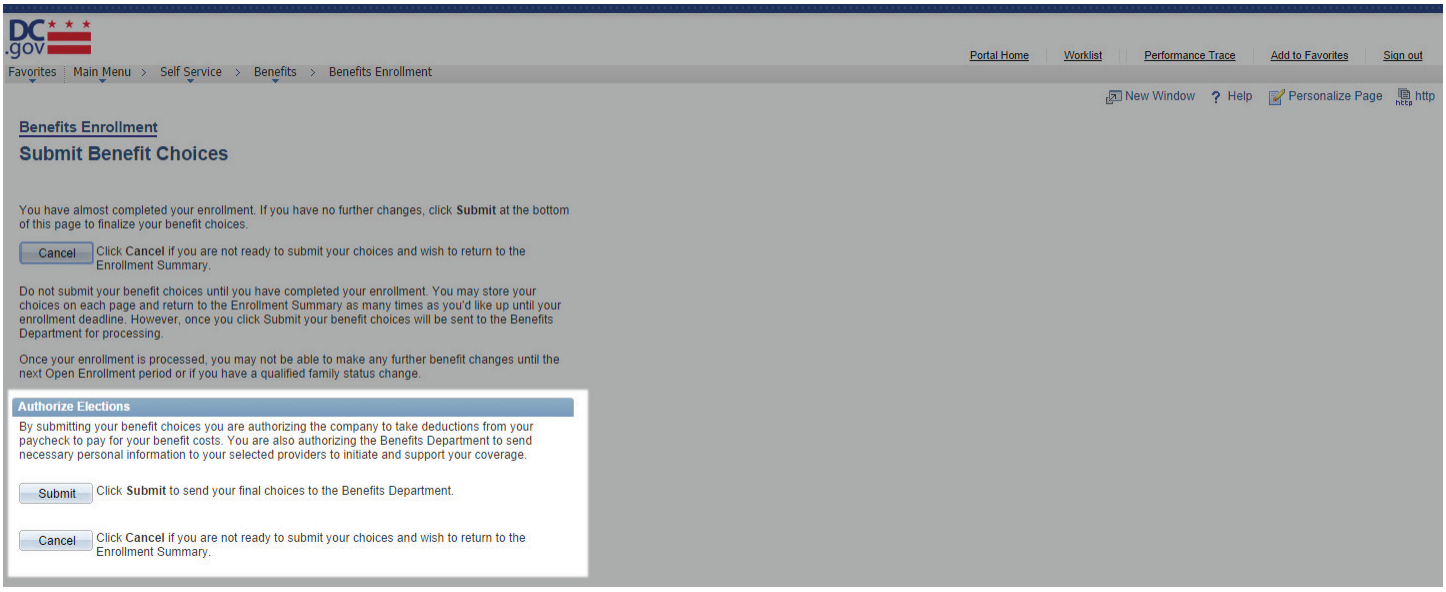
- **Continue,** which allows you to store your current choice until you are ready to submit your final enrollment on the Enrollment Summary page; or
- **Cancel**, which ignores all entries made on the page and returns you to the Enrollment Summary.



10 Upon updating and completing all relevant selections, scroll to the bottom of the Open Enrollment page and **select Submit** to send your final choices to the Benefits Department.

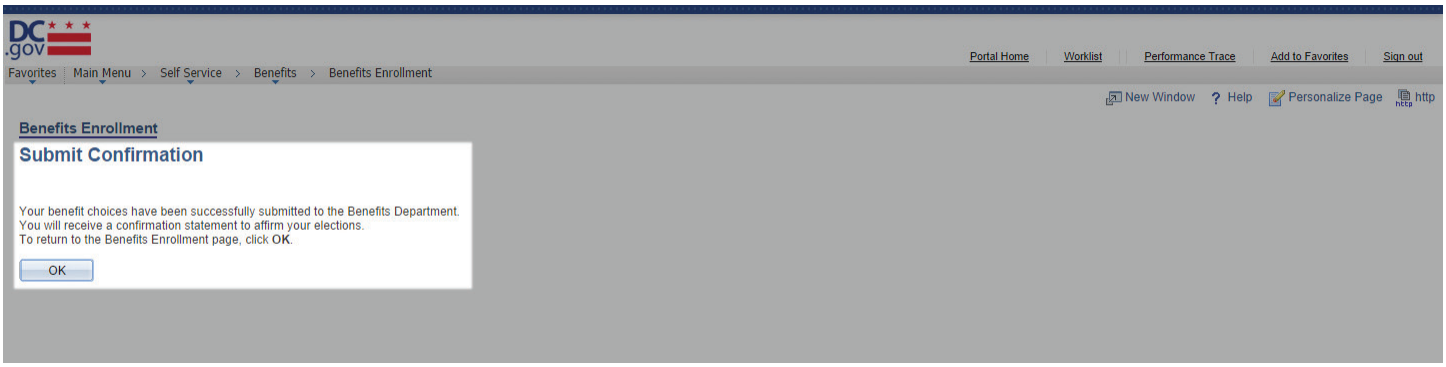


11 Upon selecting Submit, you will be taken to a confirmation page, which will ask you to **select Submit** to authorize your elections **or select Cancel** to return to the Enrollment Summary page.



12 Upon selecting Submit, you will be taken to the **Submit Confirmation page** indicating that your benefit choices have been successfully submitted to the Benefits Department. You will receive a confirmation statement with your elections.

Select OK to return to the Benefits Enrollment page.



This completes your 2015 benefits enrollment!

Please Note: ***Your enrollment will not be complete until you add your dependent(s)*** to the medical and, if applicable, dental and vision plan, by clicking Edit. You must do so for each plan or your dependents(s) will not be enrolled. See the following page for further details on dependents and eligibility.

Questions? Contact the DCHR Benefits Administration at (202) 442-7627 or dchr.benefits@dc.gov.

Dependent Eligibility Verification

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If you add family members to your coverage, you are required to provide documentation to verify coverage eligibility for the dependents that you add during the Open Enrollment process. When you enroll online, you must also submit dependent eligibility verification. Failure to comply will result in a cancellation of health care coverage for that dependent.

Please Note: *You are not required to provide verification for any dependents currently covered by any DC Government health plan.*

Do not send original documents or the actual certified copy, which would have a raised seal. A **copy** of the document with the seal clearly visible is acceptable. Retain the original document(s), as **we will not return the documents you submit**.

Each piece of documentation must have the employee's name and the last four digits of their Social Security number. DCHR has the authority to determine whether the documentation satisfies the Plan's requirements. Any fees associated with obtaining documents are the employee's responsibility.

You must enroll during Open Enrollment, **November 10 through December 12, 2014**. You have until by **January 12, 2015** to submit the documents with your enrollment form(s). Please see the following list of dependents and corresponding verification documents:

Spouse (*Provide a copy of one of the following*)

- Most recent year's 1040 Married Filing Jointly federal tax return that lists the spouse (black out financial information and dependents' Social Security numbers)
- Subscriber's and spouse's most recent 1040 Married Filing Separately federal tax return (black out financial information and dependents' Social Security numbers)
- Proof of common residence (example: a utility bill) and marriage certificate*
- Proof of financial interdependency (example: a shared bank statement. Black out financial information) and marriage certificate*
- Petition for dissolution of marriage (divorce)
- Legal separation notice

State-Registered Domestic Partner or Legal Union Partner (*Provide a copy of one of the following*)

- Proof of common residence (example: a utility bill) and certificate/card of state-registered domestic partnership*
- Proof of financial interdependency (example: a shared bank statement. Black out financial information) and certificate/card of state-registered domestic partnership*
- Petition for invalidity (annulment) of domestic partnership or legal union
- Petition for dissolution of domestic partnership or legal union
- Legal separation notice of domestic partnership or legal union

Child(ren) (*Provide a copy of one of the following*)

- Most recent year's federal tax return that includes the child(ren) as a dependent and listed as a son or daughter (black out financial information and dependents' Social Security numbers)
- Birth certificate (or hospital certificate with the child's footprints on it) showing the name of the parent who is the subscriber, the subscriber's spouse, or the subscriber's state-registered domestic partner**)
- Certificate or decree of adoption
- Court-ordered parenting plan
- National Medical Support Notice
- Original Foster child certification and a copy of documentation of regular and substantial support of the child***
- Disabled Child: Medical verification of disability prior to age 26
- Legal Custody: Copy of Court Order granting legal custody
- Step Child: Birth Certificate**, Copy of Marriage Certificate, Divorce Decree or Custody Papers

You can submit one copy of your tax return if it includes all family members that require verification.

*If within two years of marriage or state-registered domestic partnership, then only the marriage certificate or certificate/card of state-registered domestic partnership is required.

**If the dependent is the subscriber's stepchild, the subscriber must also verify the spouse or state-registered domestic partner to enroll the child, even if not enrolling the spouse/partner in DCEHB and FEHB coverage.

***More than one of the following proofs may be required to show support of a recognized natural child who does not live with the enrollee in a regular parent-child relationship and for whom a judicial determination of support has not been obtained: Evidence of eligibility as a dependent child for benefits under other State or Federal programs; Proof of inclusion of the child as a dependent on the enrollee's income tax returns; Canceled checks, money orders, or receipts for periodic payments from the enrollee for or on behalf of the child; Evidence of goods or services that show regular and substantial contributions of considerable value.

Please see following page for Dependent Eligibility Verification Form and additional details.

Dependent Eligibility Verification Form

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DC Department of Human Resources

Attached are documents for:

Employee Name: _____

Last four digits of Social Security number: _____

Employee ID number: _____

Please choose only one of the following methods to return this information to our office:

Email

Send to: dchr.benefits@dc.gov

Fax

To: Benefits & Retirement Administration, DC Department of Human Resources

From: _____

Date: _____

Pages: _____

Fax: (202) 727-8478

Phone: (202) 442-7627

Re: Open Enrollment Dependent Eligibility Verification

Inter-Office Mail

Attach this completed form to all documents and send to:

DC Department of Human Resources
Benefits & Retirement Administration
441 4th Street, NW, Suite 340 North, Washington, DC 20001

U.S. Mail

Attach this completed form to all documents and send to:

DC Department of Human Resources
c/o Benefits & Retirement Administration
441 4th Street, NW, Suite 340 North, Washington, DC 20001

How to Enroll in Your DC Government Benefits that are NOT Available through Employee Self Service

The following benefits are 2015 Open Enrollment events, but are **not** available for enrollment through Employee Self Service (ESS). Specific enrollment instructions are included with each event.

Indemnity Coverage

Aflac is the District of Columbia Government indemnity plan provider. Available plans include:

- Individual Cancer/Specified-Disease Insurance
- Individual Hospital Confinement Sickness Indemnity Insurance
- Individual Specified Health Event Insurance

To enroll in any of the plans above, please call Aflac at (202) 379-4755 or visit https://enrollment.aflac.com/AccountSites/D_F/DCGov/Homepage.aspx.

To waive your indemnity coverage, you must utilize the AFLAC cancellation form and submit it to AFLAC no later than close of the Open Enrollment period, Friday, December 12, 2014 at 5:00 p.m. Submit your forms via:

Fax: (202) 379-4756
Attn: AFLAC Cancellations

Email: dcgovernment@us.aflac.com

College Savings Plan

The DC College Savings Plan is a section-529 plan created to help families prepare for the substantial cost of higher education. The District of Columbia Government sponsors the plan and Calvert Investments manages it. Available investment types include:

- Age-based portfolios
- Single fund investments
- Stability of principal investment

To enroll in any of the plans above, please visit www.dccollegesavings.com.