Date: August 12, 1996

To: Personnel Officers
    Benefits Officers

From: Cathy Robinson, Senior Director
       Human Resources Administration

Subject: OPEN ENROLLMENTS IN SEPTEMBER

The annual open enrollment period for PERS health and CSU dental, Flex Cash, Tax Advantage Premium (TAPP) and Dependent Care plans is being held September 1 through October 31, 1996.

The effective date for all changes made during open enrollment will be January 1, 1997. Specific information about the plans is provided below.

DENTAL PROGRAMS

The following materials are attached to assist you in providing dental open enrollment information to all eligible CSU employees during the enrollment period:

- Summary of Dental Program
- Comparison Charts
- Dental Plan Carrier Deduction Codes and Costs
- COBRA Information Chart
- Directory of Dental Plan Contacts

You may obtain a supply of Safeguard and Delta booklets by contacting the dental carriers directly.

Dental open enrollment documents must be signed by the employee by October 31, 1996, and received by the State Controller’s Office by November 15, 1996.

A 1996 Dental Administrative Guide will be sent for campus benefits administrators under separate cover. Note addition of permitting event code 28a which allows employees to change dental plans and add or delete dependents using one enrollment form and one event code.

DEPENDENT CARE

There is no change to the Dependent Care (DCA) plan. Participants must reenroll in the DCA plan every fall to participate during the following calendar year. The deadline for this annual enrollment period is October 31, 1996, and forms must be received by the State Controller’s Office by November 15, 1996.

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Distribution: Presidents (Without Attachments)
Vice Chancellor, Human Resources and Operations " " (With Attachments)
Payroll Supervisors
FLEX CASH

There is no change to the Flex Cash plan. The benefits levels for Flex Cash remain $128 per month for cash in lieu of medical coverage and $12 for cash in lieu of dental ($140 per month for both). Flex Cash is available to all CSU employees eligible for medical and dental coverage if they have other, non-CSU coverage. Open enrollment documents for Flex Cash must be signed by the employee by October 31, 1996 and received by the State Controller's Office by November 15, 1996.

TAX ADVANTAGE PREMIUM PLAN (TAPP)

There is no change in the Tax Advantage Premium Plan (TAPP) this year. All TAPP documents must be clearly marked "TAPP" and they must be received by PERS Health Benefits Division no later than November 15, 1996.

PERS HEALTH PLANS

PERS communications state that the open enrollment period ends October 15, 1996; however, PERS has approved a special extension to October 31, 1996 for the CSU. Open enrollment health forms must be signed by the employee by October 31, 1996 and received by PERS Health Benefits Division no later than November 15, 1996; however, to the extent possible, please submit forms on a flow basis rather than holding them all until November 15th. Please refer to the PERS Open Enrollment Circular Letter for further plan details.

If you have any questions, please contact Human Resources at (310) 965-2669.

CR/tb
Attachments