
MEMORANDUM

TO: ALL FULL-TIME BENEFITS ELIGIBLE EMPLOYEES

FROM: AMY YEITTER – BENEFITS SPECIALIST

SUBJECT: OPEN ENROLLMENT 2019/2020

DATE: AUGUST 8, 2019

CC:

Open Enrollment for plan year 2019-20 will be **August 19th thru August 30th**. Plan year 2019-20 begins on October 1, 2019 and ends on September 30, 2020.

If you do not want to make any changes to your current benefits; you do not need to take any further action unless you have a Flexible Spending Account. Everyone with a Flexible Spending Account must re-enroll for plan year 2019-20 (The FSA provider is Chard Snyder).

If you choose to make changes to your current benefits; you must do so during open enrollment (8/19 to 8/30). Changes must be submitted on-line through the enrollment portal at www.sdirc-benefits.com.

You may call 1-888-734-6937 for assistance with the enrollment portal.

Please be sure to print a hard copy of your benefits summary to ensure that any changes you make are accurate. **No changes can be made after Open enrollment ends on August 30th.**

You must confirm the accuracy of your payroll deductions with the first pay period in October to be ensure they are correct. Payroll corrections must be requested in writing by sending an email to: Amy Yeitter at amy.yeitter@indianriverschools.org or to Joan Martin at Joan.Martin@indianriverschools.org.

*** Please also remember that if you participated in a flexible spending account during the last plan year, 2018/2019, you must use those funds by 9/30/19, otherwise remaining funds will be forfeited. In order to have an account for the coming plan year, you must re-enroll. FSA accounts do not roll over.