



ANNUAL OPEN ENROLLMENT

NOVEMBER 8 - 29, 2021

Municipalities, Colleges, Schools Insurance Group (MCSIG) annual open enrollment is from **November 8th through November 29, 2021**. Any changes made to your medical plan during the open enrollment will be effective **January 1, 2022**.

Don't miss your chance to **make changes to your benefits!** Without a qualifying event, **Open Enrollment** is the only time you can change your health plan. Active employees may also add eligible dependents not previously enrolled.

During open enrollment period:

- You may elect to change your current medical plan selection to participate in a different plan. (*Note: Hartnell employees can refer to paycheck stubs to identify in which medical plan they are enrolled.*)
- As an active employee, you may add eligible dependents to your medical, vision and dental coverage. Adding eligible dependents requires documentation (marriage/birth certificate, etc.)
- Early retirees may *change* medical plans by one level higher or to any lower plan, so long as the employer offers that plan. Retirees are not eligible to add dependents.

Do I need to provide any documents?

Yes, if you add or terminate dependents to your coverage, you must provide supporting documentation for all dependents, along with your completed MCSIG Change Form. The supporting documentation needed is based on the type of dependent you will be adding (copies, no originals):

1. Spouse: Certified marriage certificate and social security card
2. Child: Certified birth or adoption certificate or proof of court approved guardianship, and social security card
3. Domestic Partner (same & opposite sex): State Certificate of Registered Domestic Partners and social security card

Do I have to fill out any forms?

Yes, only if you are changing plans or adding dependents. (*Note: Hartnell employees must complete the MCSIG Change form found on the District's Health and Welfare Benefits webpage.*)

If I don't want to make any changes do I have to do anything?

No, if you do not wish to make any changes to your medical, dental and vision plans, your current enrollments will roll over to the next year. **You do not need to fill out a change form.**

Can I join the CompleteCare Program?

Yes, if you are currently an opt-out and are enrolled in an eligible non-MCSIG plan, you may enroll in the CompleteCare Program.

If you are currently enrolled in a MCSIG medical plan but wish to enroll in CompleteCare, you may do so with proof of other non-MCSIG coverage. For more information on CompleteCare, call 877-872-4232.

Who Do I call if I have questions about my plan benefits?

Call MCSIG Customer Service at (831) 755-8055 or (800) 287-1442.