

Instructions for Human Resources Offices to Complete Open Enrollment Forms

Please use the information below when completing open enrollment documents.

Dental

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
September 9, 2019	New enrollment	03	January 1, 2020
September 9, 2019	Add or delete dependents	15	January 1, 2020
September 9, 2019	Change of plan	28	January 1, 2020
September 9, 2019	Change of plan and add or delete dependents	*29	January 1, 2020
September 9, 2019	Voluntary	**41	January 1, 2020

* Permitting event code 29 may be used on one document only during open enrollment.

** Permitting event code 41 is used when canceling dental and enrolling into FlexElect or CoBen Cash Option. Staple and submit the dental cancellation form and FlexElect/CoBen Cash Option enrollment form as a package to SCO.

FlexElect/CoBen

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2020

Note: No permitting event date or permitting event code is needed for FlexElect and CoBen Cash Option open enrollment documents.

Deadlines

Last day for employees to sign and submit open enrollment forms to human resources offices.	October 4, 2019
Last day for employees to enroll or make changes directly with VSP online or by phone.	October 4, 2019
Last day for SCO to receive all open enrollment forms from human resources offices.	November 1, 2019
Last day for SCO to receive open enrollment forms previously returned to departments for correction (in order to be reflected on the January 1, 2020 pay warrant).	November 25, 2019
Last day for SCO to receive reimbursement account and cash option open enrollment forms reflecting cancellation or changes (forms submitted to personnel office by December 31, 2019). The effective date will be retroactive to January 1, 2020.	January 3, 2020