

Instructions for Departments' Personnel Offices to Complete Open Enrollment Forms

Please use the information below when completing Open Enrollment documents.

New for this Year - For department personnel office use only:

- Department personnel offices may submit Open Enrollment forms on a flow basis to directly to State Controller's Office for processing to Openenrollment@sco.ca.gov. Contact the [Statewide Customer Contact Center](#) at (916) 372-7200 with questions.

Dental

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
September 21, 2020	New enrollment	03	January 1, 2021
September 21, 2020	Add or delete dependents	15	January 1, 2021
September 21, 2020	Change of plan	28	January 1, 2021
September 21, 2020	Change of plan and add or delete dependents	*29	January 1, 2021
September 21, 2020	Voluntary	**41	January 1, 2021

* 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 State Controller's Office (SCO).

FlexElect/CoBen

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2021

Note: FlexElect and CoBen Cash Option Open Enrollment documents do not require a permitting event date or permitting event code.

Vision

Vision Service Plan (VSP) no longer requires forms to enroll or to make changes to the vision plan for Open Enrollment. Employees **must** enroll online at stateofcaemployee.vspforme.com or call (800) 877-7195 and speak with a member services representative.

Deadlines for Dental, FlexElect, CoBen and Vision

Last day for employees to sign and submit Open Enrollment forms to their department personnel office.	October 16, 2020
Last day for employees to enroll or make changes directly with VSP online or by phone.	October 16, 2020
Last day for SCO to receive all Open Enrollment forms from departments' personnel offices which may be submitted at Openenrollment@sco.ca.gov . Department personnel offices may reference SCO's Civil Service Benefits Open Enrollment Checklists for instructions in how to fill out forms.	November 2, 2020
Last day for SCO to receive Open Enrollment forms previously returned to departments' personnel offices for correction (in order to be reflected on the January 1, 2021 pay warrant). These corrected forms may be submitted at Openenrollment@sco.ca.gov . Departments' personnel offices may reference SCO's Civil Service Benefits Open Enrollment Checklists for instructions in how to fill out forms.	November 25, 2020
Last day for SCO to receive reimbursement account and cash option Open Enrollment forms reflecting cancellation or changes (forms employees submit to their department's personnel office by December 31, 2020, will have an effective retroactive date of January 1, 2021). These forms may be submitted at Openenrollment@sco.ca.gov . Departments' personnel offices may reference SCO's Civil Service Benefits Open Enrollment Checklists for instructions in how to fill out forms.	January 4, 2021

Group Legal Insurance

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2021

Note: No permitting event date or permitting event code is needed for Group Legal Open Enrollment documents.

Deadlines for Direct Pay Agencies: California Exposition & State Fairs, California Fairs Services Authority, Legislative Analyst's Office,* and Permanent Intermittent (PI), Limited Term (LT), and Temporary Authorization (TAU)

Last day for direct pay agencies**, PI, LT, and TAU** employees to sign and submit Open Enrollment forms to their department's personnel office.	October 16, 2020
Last day for employees to enroll or make changes directly with ARAG Insurance online or by phone.	October 16, 2020

Last day for ARAG Insurance to receive all Open Enrollment forms from direct pay agencies', PI, LT, and TAU department's personnel office (in order for the deduction to be taken from the December pay warrant with an effective date of January 1, 2021).**	November 2, 2020
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* Direct pay agencies are not paid through the SCO payroll system.

** For employees of direct pay agencies and employees designated PI, LT, TAU, their department's personnel office can fax or mail forms to ARAG Insurance.

Deadlines for All Other Employees Not Listed Above to Enroll with ARAG Insurance via Online, Fax, or Mail Enrollment Forms

Last day for employees to enroll online.	October 16, 2020
Last day for employees to fax or mail enrollment forms to ARAG Insurance.	October 16, 2020

Note: Do not submit ARAG Insurance forms to SCO as they no longer process these forms. Direct your employees to ARAG's website to enroll online at ARAGlegal.com/SOCinfo.

Group Long Term Disability (LTD) for Excluded Employees Only

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2021

Note: No permitting event date or permitting event code is needed for LTD Open Enrollment documents. Employees already enrolled, do not need to re-enroll.

Deadlines for Direct Pay Agencies: California Exposition & State Fairs and California Fairs Services Authority

Last day for employees of direct pay agencies* to sign and submit Open Enrollment forms to their department's personnel office.	October 16, 2020
Last day for Standard Insurance to receive all Open Enrollment forms from direct pay agencies' department's personnel office (in order to be reflected on the January 1, 2021 pay warrant).**	November 2, 2020

* Direct pay agencies are not paid through the SCO payroll system.

** Direct pay agencies can email forms to socltdforms@standard.com or mail forms to Standard Insurance.

Deadline for Active Military Employees

Last day for active military employees to email or mail enrollment forms to Standard Insurance.**	October 16, 2020
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Deadlines for all other Excluded Employees* to Enroll with Standard Insurance via Online, Email or Mail Paper Enrollment Forms

Last day for excluded employees to enroll online.	October 16, 2020
Last day for excluded employees to email or mail paper enrollment forms to Standard Insurance.**	October 16, 2020

*Excluded employees not employed by direct pay agencies or non-active military employees.

** Employees can email forms to socldforms@standard.com or mail forms to Standard Insurance.

Note: Do not submit LTD enrollment forms to SCO as they no longer process these forms. Direct your employees to the Standard Insurance website at <https://www.standard.com/mybenefits/california/index.html>