

Instructions for Completing Open Enrollment Forms

Please use the information below for completing open enrollment documents.

Dental

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
September 12, 2016	New enrollment	03	January 1, 2017
September 12, 2016	Add or delete dependents	15	January 1, 2017
September 12, 2016	Change of plan	28	January 1, 2017
September 12, 2016	Change of plan and add or delete dependents	*29	January 1, 2017
September 12, 2016	Voluntary	**41	January 1, 2017

* 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, 2017

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 personnel offices.	October 7, 2016
Last day for SCO to receive all open enrollment forms from personnel offices.	November 4, 2016
Last day for SCO to receive open enrollment forms previously returned to departments for correction (in order to be reflected on the January 1, 2017 pay warrant).	November 28, 2016
Last day for SCO to receive FlexElect and CoBen open enrollment forms reflecting cancellation or changes (forms submitted to personnel office by December 31, 2016). The effective date will be retroactive to January 1, 2017.	January 6, 2017