



# BULLETIN

**SUBJECT:** Employee/Retiree Health Benefits 2023-24 NO. BS - 13  
Open Enrollment Health & Wellness Fair

**TO:** All Benefit Eligible Employees

**DATE:** September 11, 2023

**PREPARED BY:** Keyshun Marshall Director II, **DEPARTMENT:** Risk Management/ Employee  
Risk Management/ Employee Health Benefits  
Benefits

**REVIEWED BY:** Amber Peña, Benefits Analyst, **APPROVED:** Jesse Castillo  
Risk Management/Employee Jesse Castillo  
Benefits Assistant Superintendent,  
Business Services

---

## October 2023 Employee Health Benefits Open Enrollment All Benefit Eligible Employees

Open Enrollment Dates: October 16 – October 29, 2023

Effective Dates: January 1, 2024 – December 31, 2024 Plan Year

Open Enrollment is your annual opportunity to review and make changes to your benefits. During Open Enrollment, you can:

- Enroll in a different plan
- Add or remove dependents from your plans
- Waive your medical benefits
- Update or change your life insurance beneficiary
- Enroll in 125 Flexible Reimbursement account

\*Please note there have been no changes to the health carriers, only changes to the rates. All changes are effective January 1, 2024. Your current benefits will remain the same unless you make changes during Open Enrollment. Open enrollment information will be posted on the district's website at <https://www.scusd.edu/health-benefits>.

**Option Changes:** If you would like to change your district plans based on the new rate sheets, you may log onto: [www.benefitbridge.com/saccityusd](http://www.benefitbridge.com/saccityusd) to make the necessary changes. All changes must be submitted no later than October 29, 2023. Forms can be submitted by email, walk in or fax.

**Sacramento City Unified School District**  
**Attn: Employee Benefit Open Enrollment**  
5735 47th Avenue  
Sacramento, CA 95824  
916-399-2071 fax - [benefits@scusd.edu](mailto:benefits@scusd.edu)

## Open Enrollment - Health and Wellness Fair

There will be health care providers onsite and available to answer questions.

- **When: October 17, 2023 10:00am - 4:30pm**
- **Where: Serna Center Community Rooms, 5735 47th Avenue, Sacramento, CA 95824**

**Required Documentation to Add Dependents:** If you are adding a dependent, you will be required to provide proof of eligibility i.e. marriage/domestic partner certificate, birth certificate and social security number for all dependents being added.

**Add Dependents Outside of Open Enrollment Period:** Dependents must be added within 30 days of a qualifying event, such as marriage, marital status change, birth, registered domestic partner, or loss of coverage along with required documentation.

**Marital Status Change:** If your spouse passes away, or you become divorced, you must notify the Employee Health Benefits department within 30 days of the event. Members who fail to report changes in their health enrollment in a timely manner may be liable for premiums paid in excess of six months from the date the change was recorded. In addition, members may be liable for costs incurred as a result of services provided to an ineligible dependent.

**125 Flexible Reimbursement Account:** Enrollment is required every year and must be completed no later than October 31, 2023 for a January 1, 2024 effective date. You may access the employee guide and enrollment form by clicking on the [FSA Participant Enrollment Guide](#) link.

**Life Insurance:** It is important to keep your beneficiaries updated with the district and your retirement agency CalSTRS or CalPERS. Beneficiary updates can be during and outside of open enrollment.

**Dual District Coverage:** Dual coverage is not allowed if you are married and both employees of the district. One spouse must complete a Health Benefit Waiver form and will receive single health refund if classified or cash-in-lieu if certificated.

**Federal Law:** Employers providing health insurance to employees and all of their eligible dependents are required to provide social security numbers for all insured members. We will contact members who need to provide social security numbers.

**Rates:** Please see the 2024 rate sheets located at <https://www.scusd.edu/health-benefits>.

If you have any questions or would like further assistance, please feel free to contact us and schedule an appointment with your benefit technician.

Employee Benefits Office Location and Office Hours:  
5735 47th Avenue, Sacramento, CA 95824  
8:30am - 4:00pm Monday - Friday  
Phone: 916-643-9432  
Fax: 916-399-2071  
[benefits@scusd.edu](mailto:benefits@scusd.edu)