



Internal Services Agency

Department of Personnel Services

Employee Benefits Office

AnnMarie Meyer, Manager

Terry Schutten, County Executive

Mark Norris, Agency Administrator

David Devine, Department Director

County of Sacramento

September 15, 2009

Dear Employee:

Open Enrollment **begins October 5, 2009 and ends October 30, 2009** and there are several changes we would like to call your attention to:

- The 2010 Summary of Benefits Books will NOT be mailed this year. This letter is the only mailing you will receive regarding Open Enrollment. By eliminating the printing and mailing of the Summaries, the County will save approximately \$8,500. If you would like to review or print a copy of the Benefit Summary you can go to the Department of Personnel Services, Employee Benefits website and print a copy for your own reference. From the intranet (at work): http://insidehra.saccounty.net/county_benefits_office.htm; and from the internet (at home): <http://hra.co.sacramento.ca.us/employ/ben/content.htm>.
- Last year we introduced BenefitBridge as the new on-line enrollment system. We want to encourage you to use BenefitBridge to verify the coverage you currently have, update information, and make changes for Open Enrollment. It is more accurate and cost effective for you to make your changes on line, than to use paper.

Log into BenefitBridge at **www.benefitbridge.com/saccounty**

Click on Register

Enter your first name (exactly as it appears on your payroll remuneration statement)

Enter your last name (exactly as it appears on your payroll remuneration statement)

Type in the last four digits of your social security number

Type in the 6-digit security code

Click on "Register"

- The County and the insurance carriers are required by the Federal government to report the social security numbers of all participants in our group health plans to Medicare for claims purposes even if you are not of Medicare age. That means that we must have the social security number for each of your covered dependents. You can log on to Benefit Bridge once Open Enrollment begins to verify that we have the correct social security numbers.
- Open Enrollment is also the ideal time to verify that the individuals listed on your medical and dental plans are eligible dependents (see page 5 of the "Summary"). We anticipate conducting a dependent eligibility audit after Open Enrollment.
- If you are adding a dependent to coverage you must bring (or submit) a birth certificate, marriage license, and/or school schedule as applicable (and described on page 5 of the Summary of Benefits) to the employee Benefits Office by October 30, 2009. Your dependent(s) will not be enrolled without proper documentation.
- Employees and dependents enrolled in Health Net and Blue Shield have historically had different vision benefits. This year, we are pleased to announce that participants in the Health Net and Blue Shield plans will have benefits through Vision Service Plan (VSP). The benefits will be the same for Health Net and Blue Shield participants under VSP. There is no change to the Kaiser vision benefit. Details are on page 13 of the Summary of Benefits. The cost of this benefit is virtually the same as it would have been through Health Net and Blue Shield and is

included in the medical premium. As part of the negotiations, VSP has promised to keep the premium for this benefit the same for four years.

Also enclosed with this letter is the calendar of events. The Benefits Staff will be at all events. The carriers will only be at the events noted with an asterisk “*”.

If you have any questions about the Open Enrollment process, or if you need assistance, please contact the Employee Benefits Office at (916) 874 – 2020.

Sincerely,



AnnMarie Meyer
Benefits Manager