City of Arts & Innovation

OPEN ENROLLMENT INFORMATION- PLEASE READ

Date

First Name Last Name
Address Line 1
Address Line 2

Dear City Employee,

Open Enrollment season is here! You can make Open Enrollment changes through the Employee Online (EO) System from **October 25th through November 15th, 2021 at 5:00 p.m.** You can access the EO System at www.riversideca.gov and click on **Services** then **Online Services**.

***DO NOT* submit an Open Enrollment request if you are NOT making changes to your existing medical or dental plans and/or your existing dependents.**

***ONLY* Health Opt-Out and FSA Accounts require re-enrollment (see below)**

Re-Enrollment Required for 2022 Health Opt-Out and Flexible Spending Account(s)

- Flexible Spending Accounts (**FSA**) – Health Care or Dependent Care – annual elections **must be renewed** for 2022 via Employee Online. If you do not submit a request for 2022, participation in the plan will end 12/31/2021.
- New this year, due to the Consolidated Appropriations Act of 2021 (CAA), any **unused Health FSA and/or Dependent Care FSA from 2021 may be rolled into 2022 (no maximum limit)**. This rollover will occur automatically with no need to re-enroll in the plan. You are responsible for the $6.00 monthly administrative fee for the entire calendar year if you have a carryover balance, even if you do not re-enroll for 2022.
- **Health opt-out will NOT carry over automatically**, you must re-elect this option (found under medical plans) and provide new verification of alternate coverage. Be sure to upload a copy of your proof of alternate coverage under the Health Opt-Out page in Employee Online or email it to CityBenefits@RiversideCA.gov. Failure to submit a new health opt-out request and proof of alternate coverage will impact your eligibility for the annual stipend.

Open Enrollment Website

Open Enrollment Guide

OR

https://riversideca.gov/human/employee-hub/benefits/open-enrollment-2022

How to Access a QR Code

1. Open your camera app
2. Hold your device so that the QR code appears and shows a notification
3. Tap the notification to open the link associated with the QR code

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Virtual Open Enrollment Sessions

Virtual Open Enrollment Sessions will be held according to the schedule below. You can access the meeting links on the Open Enrollment website QR code on page 1 or here: **https://riversideca.gov/human/employee-hub/benefits/virtual-open-enrollment-sessions** Registration is not required to participate. The meeting link will be available on the website above. Be sure to add the date/times to your calendar as a reminder to yourself.

Delta Dental October 5 • 11:30 a.m. - 1 p.m.	**MissionSquare Retirement** (Formerly ICMA) October 19 • Noon - 1 p.m.
Tri-Ad (Health & Dependent Care Flexible Spending Accounts) October 6 • Noon - 1 p.m.	**The Standard** (Long Term Disability) October 20 • 12:30 p.m. - 1:30 p.m.
Riverside Dental Group (Local Advantage) October 7 • Noon - 1 p.m.	**VSP Vision** October 21 • Noon - 1 p.m.
Blue Shield October 12 • 11:30 a.m. - 1 p.m.	**LegalEase** (Legal Plan) October 26 • Noon - 1 p.m.
The Standard (Life and Additional Life) October 13 • Noon - 1 p.m.	**TCTI** (Employee Assistance Program) October 27 • Noon - 1 p.m.
Kaiser Permanente October 14 • 11:30 a.m. - 1 p.m.	**Liberty Mutual** (Home & Auto Insurance) October 28 • Noon - 1 p.m.

The virtual sessions above will be recorded and available on the Open Enrollment website above

Other Important Information

- Kaiser Permanente and Blue Shield plans experienced a slight rate increase. **Rate sheets** are available on the Open Enrollment Website (see QR Code on page 1 of this letter).
- **Dependent documentation** (county-issued birth/marriage certificate, etc.) for new dependent(s) or proof of alternate coverage (health opt-out), must be submitted by **5:00 p.m. on November 15, 2021**. Documents can be uploaded via Employee Online or emailed to CityBenefits@RiversideCA.gov
- If you elect to **drop eligible dependents**, the coverage termination date will be 01/01/2022.
- Per the Federal Health Care Reform reporting requirements, all employees must provide a valid Social Security Number **(SSN) for each dependent**. DO NOT provide copies of the social security card(s).
- Your **Employee Online password** can be retrieved by clicking on the "I forgot my password" link and a temporary password will be emailed to you.
- All **changes requested during Open Enrollment will be effective January 1, 2022**, except for Additional Life Insurance enrollments, which are subject to medical underwriting approval.
- If you experience a **Qualifying Event** (birth of a child, marriage, etc.) **during open enrollment,** please email the Benefits Division below to process this request separately from Open Enrollment.

Mark your calendar! The Open Enrollment deadline is **5:00 p.m. on November 15, 2021**

Questions? Contact: CityBenefits@RiversideCA.gov or 951-826-5639 (M – F: 8 AM – 5 PM)