OPEN ENROLLMENT INFORMATION

Open Enrollment for the State Employee and Retiree Health Benefits and Wellness Program (the health benefits plan) will take place from **October 15 through November 16, 2015** for the new plan year that begins on January 1, 2016. Open Enrollment material is in the process of being distributed through departmental benefits coordinators. The material contains the 2016 Benefits Guide, Wellness Program information, rate sheets, and instructions for using the Interactive Voice Response System (IVR).

If you are not making changes to your coverage and you do not intend to participate in a flexible spending account, you do not need to do anything during the open enrollment period. Your current coverage will roll over to the new plan year.

**2016 Benefit Plan Changes**

For the 2016 plan year, the Health Flexible Spending Account maximum will increase to $2,550.

**Wanting to Make Changes to Your Benefits?**

Regular status Faculty, Staff and Graduate Assistants with current coverage who intend to change coverage, or re-enroll in a flexible spending account, **must use** the State’s Interactive Voice Response (IVR) system. The IVR numbers are: 1-888-578-6434, and 1-410-669-3893 (TTY 1-410-333-5244). Instructions on using the IVR system are included in the Open Enrollment Material. The IVR line is available 24-hours a day, seven days a week during Open Enrollment, between 12:01 a.m. on October 15, 2015 and 11:59 p.m. on November 16, 2015. When you call the IVR line, you will be prompted through the menu of options. Once you make changes in the IVR system, it will take 24 hours for your selections to be updated in the system.

**First Time Enrollees**

If you are enrolling for the first time or are a current Direct Pay enrollee (i.e., Contingent, Direct Pay Faculty Contractual or on Leave Without Pay) making plan changes, you must complete a January 1, 2016 to December 31, 2016 Direct Pay or Contractual/Variable enrollment form and return it to your departmental benefits coordinator or the University Human Resources (UHR) Office of Employee Benefits within the open enrollment period. This form must include the appropriate documentation if you intend to cover your spouse and/or dependent(s). All 2016 forms, rates and the State Benefits Guide is available on the UHR website at [https://go.umd.edu/openEnrollment](https://go.umd.edu/openEnrollment).

**Open Enrollment Fair**

The annual Open Enrollment Fair will be held **October 19, 2015 from 9:00 AM to 2:00 PM** in the Colony Ballroom of the Stamp Student Union. All health care and retirement vendors will be in attendance, plus many health and wellness exhibits and screening stations. **Staff employees may be granted one hour of release time to attend the fair. Release time may be combined with the break and lunch periods. Employees are to coordinate their release time requests with their supervisors.**

**Questions**

For questions or assistance regarding the Open Enrollment process, please contact the University Human Resources Office of Employee Benefits at (301) 405-5654.