

**Q. What are the Open Enrollment dates for 2009?**

Open enrollment begins on September 14, 2009 and runs through October 9, 2009. *The effective date of all 2009 Open Enrollment transactions is January 1, 2010.*

Q. I'd like to meet with a Benefit and Retirement Services staff person regarding Open Enrollment changes. May I stop by?

Benefit and Retirement Services staff will be available for drop-ins during the following hours:

Mondays:	8:00 am – 11:00 am
Tuesdays:	8:00 am – 11:00 am
Thursdays:	8:00 am – 11:00 am
Fridays:	By Appointment Only

You can also reach the following Benefit Coordinators directly by phone or email.

Last Names A-L

Carol Crociani
(415)338-2679

carolcro@sfsu.edu

Last Names M-Z

Victoria Ramos
(415)405-3935

vramos@sfsu.edu

If you wish to submit Open Enrollment forms without speaking to a benefits coordinator, a basket will be available at the front reception area for form drop-offs. Please be sure to fill out a contact information slip so we can call you if there are any questions regarding your form(s).

Q. What kind of changes can I make during Open Enrollment?

During Open Enrollment, you can:

- Enroll in a Health Plan or Dental Plan if you do not currently have one and are eligible for one.
- Enroll in or cancel a Flex Cash Plan
- Enroll in HCRA and/or DCRA for the 2010 Tax Year.
- Change your Health Plan and/or Dental Plan.
- Add new dependants to your Health and/or Dental Plans with the proper *supporting documentation*

Q. Where do I find Open Enrollment Forms?

Forms for all Open Enrollment changes can be found on the Human Resources website under Open Enrollment Information. You can also pick them up at the Human Resources office located in the Administration Building Room 252.

Q. What type(s) of supporting documentation is needed?

Below are examples of the types of documentation needed for Health and/or Dental enrollments:

- Marriage Certificate (spouse)
- Declaration of Domestic Partnership (Domestic Partner)
- Birth Certificate (Dependant Child or Stepchild)
- Adoption Certificate (Adopted Child)
- Affidavit of Eligibility for Economically Dependent Child (Economic Dependant)

Please Note: Incomplete enrollment forms and/or enrollment forms submitted without the appropriate documentation will be returned to the employee unprocessed. Please be sure you include the proper documentation so as not to delay your Open Enrollment request.

Q. What is an economically dependent child?

An economically dependent child is described as a child under the age of 23 years of age who has never been married; for which the employee has established a financial responsibility or a parent-child relationship.

Q. I understand there is an additional tax for adding a Domestic Spouse to my health/dental plans?

The IRS has ruled that the actual cost of the domestic partner benefit is taxable income to the employee. *Federal income, Social Security and Medicare taxes are deducted monthly from the employee's paycheck upon addition of a domestic partner to the health and/or dental plans.*

Q. Where do I submit the Open Enrollment forms?

You can turn them in to the Human Resources office located in the New Administration Building room 252. You can also mail them to:

San Francisco State University
Attn: Benefits and Retirement Services
1600 Holloway Avenue
San Francisco, CA. 94132

Only completed forms with original signature and proper supporting documentation will be accepted. All Open Enrollment forms must be submitted no later than 5:00 pm on October 9, 2009.

Q. I am currently receiving Flex Cash instead of benefits @ SFSU. I need to sign up for benefits this Open Enrollment. What forms do I need?

First, you will need to cancel your Flex Cash benefit. To do this, please fill out the Flex Cash Enrollment form as a cancellation. Next you will need the enrollment forms for Health and/or Dental plans. Please submit all forms together along with any supporting documentation to the Human Resources office.

