

NOTE: Contains information intended for benefit-eligible DOE, School District, Charter School, DTCC and DSU employees.



e-Newsletter

May 7, 2018

ONLY 6 DAYS LEFT FOR 2018 OPEN ENROLLMENT (LAST DAY IS MAY 12)

Actively participate in Open Enrollment (April 30 - May 12), by logging into employeeselfservice.omb.delaware.gov, choosing **State of Delaware Employee Self-Service** and completing the **VALUE FIVE CALL TO ACTION** steps:

1. **V**iew **Personal Information** (Home Address, Phone Numbers and Email Addresses) to make sure your *Preferred Contact Information* is correct.
2. **A**ccess **Benefits** and use **myBenefitsMentor** to estimate expenses and find your best match health plan.
3. **L**ook at **Benefits Enrollment** to review what benefits you currently have/options available.
4. **U**ppdate/make "*Edits*" to your benefits **OR** select "*I Have No Changes*," click **Submit**.
5. **E**nter **Spousal Coordination of Benefits (SCOB)** to complete the online SCOB Form.

Important: Complete the SCOB Form only if you cover your spouse on your health plan effective July 1, 2018.

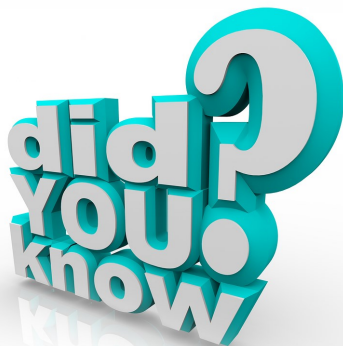
View the [Enrollment Action Checklist \(VALUE FIVE\)](#) and the [SBO website](#) for details and helpful resources.

If I Do Not Want To Make Any Changes To My Benefits And Just Keep What I Currently Have (Or Continue To Waive Coverage), Do I Have To Do Anything?

YES, you **must** view your **Personal Information** to make sure your *Preferred Contact Information* is correct. Then, look at **Benefits Enrollment**, select "*I Have No Changes*" and click **Submit** to send your final benefit choices for the July 1, 2018 plan year. Even if you decide to continue to waive coverage, you **must** select "*I Have No Changes*" and click **Submit** in **Benefits Enrollment**.

Also, if you want to continue to cover your spouse on your health plan effective July 1, 2018 you **must** complete the online **Spousal Coordination of Benefits (SCOB) Form**. A new SCOB Form **must** be completed each year during Open Enrollment or your spouse's coverage will be reduced.

Refer to the **VALUE FIVE CALL TO ACTION** steps noted above.



This newsletter is published by the State of Delaware Statewide Benefits Office (SBO), Department of Human Resources (DHR). Click [SBO e-Newsletters](#) to view other issues.

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