



Dear New Employee,

Congratulations and welcome to the State of Delaware. The State of Delaware is pleased to offer a comprehensive benefits package for eligible employees, which includes health, dental, and vision insurance, as well as life insurance, accident & critical illness insurance, flexible spending account, disability insurance, and more. Please note that enrollment in a State of Delaware health plan provides automatic enrollment in the prescription drug plan, employee assistance program (EAP) and SurgeryPlus benefit.

The [State Employee Benefits Committee \(SEBC\)](#) is the governing body that manages employee benefits coverage. The SEBC upholds the mission of the Group Health Insurance Plan (GHIP), which is to *"Offer State of Delaware employees, retirees and their dependents adequate access to high-quality health care that produces good outcomes at an affordable cost, promotes healthy lifestyles, and helps them be engaged consumers."* This mission statement guides the goals, strategies, and tactics of the SEBC's GHIP Strategic Framework. As the "administrative arm" of the SEBC, the Statewide Benefits Office (SBO) is responsible for the strategic planning, daily administration, and financial management of all health and related benefit programs. SBO implements actions to achieve the goals, strategies and tactics in the GHIP Strategic Framework.

Your role as a State of Delaware employee is essential to fulfilling our mission and goals. This includes selecting the benefit plans and options that best meet the needs of you and your covered family members (spouse and/or children), understanding your care options, where to go for services, how much services cost, making informed decisions to ensure you and your family receive the high-quality, safe and affordable care you deserve, managing chronic conditions and engaging in wellness and prevention. It will take a team approach with all of us doing our part as educated consumers to help control rising healthcare costs and to maintain high-quality, affordable benefit options. The communications that the SEBC, SBO and our benefit vendors send to employees represent the actions/specifics necessary to execute on the tactics of the GHIP Strategic Framework. Please be sure to read SEBC's emails; SBO's emails, including the monthly Benefits Bulletin, letters, posters and postcards; and communications that are sent from the benefit vendors. These communications contain important information, updates and calls to action regarding benefit programs, services and tools/resources to keep employees informed and engaged as healthcare consumers.

SBO's motto, "**Benefits Made Easy,**" focuses on the goal of helping our members understand their benefits by giving them the information, resources, and tools they need when they need them, and empowering them to make the most of their benefits and healthcare dollars. I realize there is a lot to learn as a new employee, but I am confident that you will find the information you need in the *New Hire* section of SBO's website to support you in making your benefit selections:

- Under "I WANT TO..." you can review your benefit options and compare plans.
- Under "INFORMATION" you can review plan rates, choosing the right care, benefit trainings and important notices and policies. I encourage you to review the benefit training page as SBO provides informational courses on topics including the health plans, how to select a health plan,

STATE OF DELAWARE STATEWIDE BENEFITS OFFICE

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choosing the right care, spousal and dependent coordination of benefits, disability insurance program (short term disability, long term disability and return to work) and flexible spending account.

- Under “ENROLLMENT TOOLS” you can review the New Hire Enrollment Quick Reference Guide to understand the cost to participate in the benefit plans, how to enroll, and when your coverage begins.

Once you have reviewed your health, dental and vision insurance options and decided on your benefit choices, it is important to submit your completed [Health, Dental, and Vision Enrollment/Change Form](#) along with any supporting documentation to your organization’s HR/Benefits Office by the required deadlines. The Health Benefits Enrollment Form contains instructions to help you fill out and complete the form and lists the necessary supporting documentation. If you need assistance with completing the form or have questions about your benefit options, please contact your organization’s HR/Benefits Office.

If you are interested in enrolling in any of the additional benefits administered by SBO (i.e., life insurance, flexible spending account, accident & critical illness insurance and/or pre-tax commuter benefit program), follow the instructions on the [New Hire Checklist](#). The checklist also contains information about other important forms, documentation and steps to complete as part of the overall new hire process.

My personal best wishes for your success in your employment with the State of Delaware.

Sincerely,

A handwritten signature in cursive script that reads "Faith L. Rentz".

Faith L. Rentz
Director, Statewide Benefits and Insurance Coverage
Department of Human Resources