



Enrollment Action Checklist (**VALUE FIVE**) For Agency, DOE, KI2, DTCC & DSU Employees

2019 Benefits Open Enrollment Period: May 06 – 24, 2019
Coverage Effective Date: July 1, 2019

Show you **VALUE** your benefits by actively participating in
Open Enrollment this year.

For the 2019 Benefits Open Enrollment, every benefit-eligible employee should complete the **VALUE FIVE CALL TO ACTION** steps to actively participate.

↳ **Log into Employees Self Service** (employeeselfservice.omb.delaware.gov) and choose State of Delaware Employee Self-Service:

- V**iew **Personal Information** (Home Address, Phone Numbers and Email Addresses) to make sure your *Preferred* Contact Information is correct.
- A**ccess **Benefits** and use **myBenefitsMentor** to estimate your upcoming health care expenses and find the best match health plan (*based on your needs and your costs*).
- L**ook at **Benefits Enrollment**. View the 2019 Benefits Open Enrollment Highlights video and review what benefits you currently have/options available.
- U**ppdate/make “Edits” to your benefits **OR** select “I Have No Changes,” then click **Submit** to send your final choices. A confirmation email will be sent to your *Preferred* email address, if on file. Please keep a copy of the email for your records.
 - If enrolling a spouse or dependent child for the first time**, you will be required to submit a Birth Certificate (for Dependents Only), Marriage Certificate, Social Security numbers or other required documentation as applicable to your organization’s Human Resources/Benefits Office.
 - If enrolling a dependent child for the first time**, complete a Dependent Child COB Form only if you are newly enrolling a dependent(s) on your health plan (Aetna or Highmark Delaware) for July 1, 2019 and the dependent(s) have other health coverage. The DCOB Policy and Form are located on the [Statewide Benefits Website](#).
 - If enrolling in an HMO (Aetna or Dominion National) plan**, you are required to select a primary provider for you and your covered dependents. Be sure to confirm the provider participates in the plan’s network and is accepting new patients prior to enrolling.
 - Review your **Benefits Summary** through [Employee Self-Service](#) the following business day to confirm your health, dental and vision elections are correct. Make sure to change the date in the box to 07/01/2019 and select “Go.” If you notice an error on your Benefits Summary, contact your organization’s HR/Benefits Office to correct the error no later than Friday, May 31, 2019.
- E**nter and complete the online **Spousal Coordination of Benefits (SCOB) Form** if covering a spouse on your health plan effective **July 1, 2019**.

Failure to submit a new Spousal COB form each year will result in a reduction of spousal health benefits.

Additional Benefits Available During Open Enrollment:

- ❑ **For Supplemental Benefits by Aflac coverage**, visit the [Statewide Benefits Website](#) and “Select your Group” for more information and enrollment requirements.
- ❑ **For Group Universal Life (GUL) Insurance coverage**, visit the [Statewide Benefits Website](#) and “Select your Group” for more information and enrollment requirements.

Where You Can Learn More:

The Statewide Benefits Office has provided several tools in order to help employees actively participate in Open Enrollment, while providing the **BEST VALUE** for you and your family.

- ↳ A newly designed [website](#) provides access to the latest information regarding your benefits; including coverage options, upcoming events and enrollment information.
- ↳ A series of **Informational Videos**, which includes the “2019 Benefits Open Enrollment Highlights,” videos on the four Health Plans, and Spousal and Dependent Coordination of Benefits, provide an in-depth overview of each topic.
- ↳ The **Health Plan Comparison Chart** provides a side-by-side comparison of the four Health Plans offered by the State of Delaware.
- ↳ The **myBenefitsMentor® Consumer Decision Tool** and informational video is designed to help you make the best enrollment selection from the four health plans offered by the State of Delaware.

Have additional questions about Open Enrollment or your benefits?

Contact your organization’s Human Resources/Benefits Office.

You can also contact the State of Delaware Statewide Benefits Office (SBO) at 1-800-489-8933 or benefits@delaware.gov.