

## Instructions for Completing the Open Enrollment Forms

Please use the information below for completing open enrollment documents.

### Dental

Permitting Event Date	Permitting Even	Permitting Event Code	Effective Date
September 14, 2015	New enrollment	03	January 1, 2016
September 14, 2015	Add or delete dependents	15	January 1, 2016
September 14, 2015	Change of plan	28	January 1, 2016
September 14, 2015	Change of plan and add or delete dependents*	29	January 1, 2016
September 14, 2015	Voluntary**	41	January 1, 2016

\*Permitting event code 29 may be used on one document only during open enrollment.

\*\*Use this code when canceling dental and enrolling into FlexElect or CoBen Cash Option.

Submit dental cancellation form and FlexElect/CoBen Cash Option enrollment forms stapled together as a package to SCO.

### FlexElect/CoBen

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
N/A*	Leave Blank	Leave Blank	January 1, 2016

\*No permitting event date is needed for FlexElect and CoBen Cash Option enrollment documents.

### Deadlines

Last day for employees to sign and submit open enrollment forms to personnel offices.	October 9, 2015
Last day for personnel offices to receive enrollment forms from employees.	October 23, 2015
Last day for SCO to receive all open enrollment forms from personnel offices.	November 6, 2015
Last day for SCO to receive open enrollment forms previously returned to departments for correction (in order to be reflected on the January 1, 2015, pay warrant).	November 27, 2015
Last day for SCO to receive FlexElect and CoBen open enrollment forms reflecting cancellation or changes (forms submitted to personnel office by December 31, 2015). The effective date will be retroactive to January 1, 2016.	January 8, 2016