

HUMAN RESOURCES MEMORANDUM 16-007		DATE ISSUED: 2/26/2016
SUBJECT: 2016 Retiree Group Legal Services Insurance Plan Open Enrollment		REFERENCE: PML 2016-005
TO: DGS Managers and Supervisors, Personnel Liaisons, and Attendance Clerks		SUPERCEDES: <i>HR MEMO 15-004</i>

PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose The purpose of this memo is to announce the annual enrollment for the Retiree Group Legal Services Insurance Plan (Plan).

Enrollment Period The annual open enrollment for the Retiree Group Legal Services Insurance Plan (Plan) is March 2 through April 30, 2016. During this enrollment period, eligible retirees may enroll in the Plan and current enrollees can change their coverage plan from single to family or family to single, and add/delete eligible dependents. Retirees already enrolled are not required to re-enroll to maintain coverage. Coverage is provided by ARAG Insurance Company.

No Changes for 2016 The monthly premium rates will remain the same.

- Individual Coverage - \$10.19
- Family/Registered Domestic Partner Coverage - \$17.74

Eligibility State of California retirees/annuitants who are members of the Public Employees Retirement System (PERS), Judges Retirement System (JRS I and II), or Legislators' Retirement System (LRS) are eligible to enroll.

Dependent Eligibility Eligible dependents are defined as:

- A lawful spouse or registered domestic partner;
- Any dependent child, who has never been married under the age of 26;
 - a. Children include natural, stepchildren, adopted children, and children for whom the employee is the legal guardian, and children of the domestic partner; and
 - b. Any economically dependent child 26 years of age or older, if he/she is incapable of self-support because of a physical disability or mental incapacity who has never been married and is chiefly dependent on the eligible retiree for support and maintenance.

Family members not eligible include the eligible retiree's parents and grandparents, children under the age of 26 who are married, or who have been married, and children over the age of 26, unless disabled as specified above. Retirees should be reminded that they are responsible for notifying ARAG Insurance Company and completing the necessary paperwork when a dependent child loses eligibility.

**Employee
Communication**

Retirees will receive an open enrollment packet from ARAG Insurance Company mailed to their address on file which will include a Plan letter, a detailed flyer, and an enrollment authorization form.

If you have an employee who retired after January 1 or is retiring during open enrollment, they will not receive a packet in the mail. Please provide them a Retiree Enrollment Authorization form if they wish to enroll or continue their coverage plan into retirement. If they have questions, direct them to ARAG's toll-free customer care line at 1-800-511-4007 or TTY 1-800-383-4184.

**Completion
of the Open
Enrollment
Form**

During open enrollment only, personnel offices are not required to complete Section C. However, outside of open enrollment, departments will need to complete Section C for the newly retiring employee.

A fill and print enrollment authorization form is available online at ARAG's website www.araglegalcenter.com (use Access Code 17642ret) or visit CalHR's website at www.calhr.ca.gov.

Questions

For questions regarding this HR Memo, please contact your assigned Personnel Specialist.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

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