



MEMO

To: All Full-Time Employees
From: Robert A. Cascante Diaz, Benefits Administrator
Date: November 01, 2019
Subject: Open Enrollment for Jan. 1, 2020 Health Plan Coverage

2020 Open Enrollment will begin **Nov. 11** and all full-time employees will have the opportunity to process their annual enrollment online via the **PlanSource** website - <https://benefits.plansource.com>. This site will be available from any internet-abled computer at work or home. Due to federal reporting requirements, we ask that all employees log into the PlanSource system to ensure that all their dependent information is accurate for tax reporting purposes. The Benefits & Wellness staff will be holding "Help Me" sessions at City Hall throughout the month of November to assist employees with navigating through the PlanSource site during Open Enrollment time. Please check INET and Employee Communications/Newsletter for a complete schedule of the "Help Me" sessions – Appointments are **not** required and all walk-ins will be welcomed. Employees not making benefit changes or waiving/declining coverage will still need to log into the PlanSource site in order to confirm your elections and person information, such as address and contact information. The PlanSource site will not accept any changes after November 30, 2019 at 11:59 P.M. (CT). Extensions for 2020 enrollment changes will not be available to employees after the November 30th deadline.

The Internal Revenue Service requires employees to re-enroll in **Flexible Spending Account (FSA) or Health Savings Account (HSA) each year.** Therefore, employees who are continuing FSA and/or HSA benefits in 2020 will need to log into the PlanSource site and re-enroll. Voluntary benefit elections and changes, such as Cigna accident and critical illness products, can be made by logging into the PlanSource site as well.

Employees wishing to review or change beneficiary information (for Life/AD&D Insurance) will also have the opportunity to make any desired changes in the PlanSource site.

To download Open Enrollment packets, visit www.cityofirving.org, go to the "Employee Resources" link at the bottom of the homepage and select "[For Employees.](#)" The packet includes:

- 2020 Open Enrollment Guide
- 2020 Open Enrollment Checklist
- 2020 Summary of Benefits
- CIGNA Dental Schedule of Benefits

All enrollment changes must be made and finalized in the PlanSource site by no later than Nov. 30 at 11:59 P.M. (CT). Employees who do not have online access or have any questions may contact Angie Frettoloso at (972) 721-4757, Rob Cascante Diaz at (972) 721-2682, Loretta Helm at (972) 721-3649 for additional assistance.