



Maricopa County

Employee Health Initiatives

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Dear Retiree,

We are pleased to announce the FY 2009/2010 Retiree Benefits Open Enrollment. For plan design and premium rate changes for the new plan year, please see the attached documents.

The enrollment period **begins** Monday, **May 4**, and **ends** Friday, **May 15, 2009 at 5 p.m.** Your benefit elections and premium rates will be effective for the period beginning July 1, 2009 through June 30, 2010.

To assist you with Open Enrollment, an **Open Enrollment Worksheet** will be mailed to your home address.

If you DO NOT wish to make any changes to your current retiree health insurance coverage for the new plan year DO NOTHING – you will automatically be enrolled in the same benefits.

If you wish to enroll in a different medical / dental plan, add a dependent, remove a dependent, or otherwise change your coverage, you will be making your elections online as our process has changed. Please see the details below:

- 1. OPEN ENROLLMENT AND ALL CHANGES MUST BE COMPLETED ONLINE THROUGH THE BENEFIT ENROLLMENT SYSTEM. NO PAPER ENROLLMENTS OR CHANGES WILL BE ACCEPTED.**
- 2. PLEASE READ YOUR OPEN ENROLLMENT WORKSHEET VERY CAREFULLY. IN THE UPPER-RIGHT HAND CORNER OF THE WORKSHEET, YOU WILL FIND DETAILED DIRECTIONS ON HOW TO COMPLETE YOUR OPEN ENROLLMENT ELECTIONS ONLINE.**

The Benefit Enrollment System will be available 8 AM, Monday, May 4, 2009 through 5 PM, Friday, May 15, 2009.

To complete your Open Enrollment elections:

1. You must first register for the ADP Self-Service Portal by typing <https://portal.adp.com> into your browser address bar (for detailed instructions on how to register, please see the attached directions. The registration pass code for Maricopa County is

MCAZ-PRISM09 - this pass code is not case sensitive and contains a zero, not the letter O).

2. Once in the Portal, select the Benefits tab at the top of the page.
3. Click on the Benefit Enrollment System link.
4. For detailed instructions on how to complete your Open Enrollment elections in the Benefit Enrollment System go to <http://www.maricopa.gov/benefits/pdf/2009/OE09/OEventstoryboard.pdf>. Please note, the plan designs and rates may be different on the story board.

Computers are available at most public libraries, if you do not have access to one at home.

Make your election decisions carefully as they cannot be changed until July 1, 2010. Once Open Enrollment ends on May 15, 2009, you will be mailed a confirmation statement to your home address on file.

Because an employer sponsored open enrollment is considered a qualifying event, you have an opportunity to drop coverage through the County plans and enroll in plans offered through your retirement system. However, should you do so, your Maricopa County coverage would end June 30, 2008. Once you leave the County plans, you will not be permitted to return, even during a future open enrollment period.

Remember, if you DO NOT wish to make any changes to your current retiree health insurance coverage for the new plan year DO NOTHING – you will automatically be enrolled in the same benefits.

Please contact the Employee Health Initiatives Department by phone at 602-506-1010 or by e-mail at BenefitsService@mail.maricopa.gov if you need assistance completing your open enrollment or have any questions.

Sincerely yours,



Pat Vancil
Employee Health
Initiatives Manager