

Enrollment Eligibility

Any eligible employees who currently are not enrolled or who need to make changes to medical, dental and vision can do so during Open Enrollment, held from Monday, May 6 through Monday, May 20. For exempt employees, Open Enrollment for supplemental life coverage will be held at a later date. Exempt employees will receive information later. For employees represented by a bargaining unit, enrollment for the supplemental life plan will continue to be held during the Open Enrollment period.

All choices made during Open Enrollment will become effective July 1, which begins the new benefit year. You will not have another opportunity to enroll yourself or eligible dependents for benefits or make changes to your elections until the next Open Enrollment unless you have a change in status/qualifying event, such as marriage, divorce, or the birth or adoption of a child.

For more information about qualifying events:

1. Go to das.ohio.gov/benefits;
2. Click on the link for the **Change In Status/Qualifying Events Matrix** along the right navigation pane.

ELIGIBILITY FOR BENEFITS

EMPLOYEES

- **Medical** – Most state employees are eligible to enroll in medical coverage (including prescription drug and behavioral health benefits) effective the first day of the month following their date of hire or during Open Enrollment.
- **Dental and Vision** – Permanent exempt and union-represented employees are eligible to enroll in dental and vision coverage after completing one full year of continuous state service or thereafter during Open Enrollment.
- **Basic Life** – Permanent exempt and union-represented employees are eligible for basic life coverage after completing one full year of continuous state service. Enrollment is automatic.
- **Supplemental Life** – Permanent exempt and union-represented employees are eligible for coverage on their date of hire and have 90 days to enroll.¹ Union-represented employees also may enroll or make changes during Open Enrollment. This year Open Enrollment for supplemental life coverage for exempt employees will be held at a later date.

¹Certain new enrollments or increases are subject to evidence of insurability. Coverage will begin the latter of either the first day of the month following your initial payroll deduction or after Prudential decides the evidence is satisfactory.

DEPENDENTS

To view the detailed eligibility and enrollment requirements for all dependents, visit: das.ohio.gov/eligibilityrequirements.

Note: To ensure that dependent documentation is processed prior to July 1, it is recommended that employees submit all required eligibility documentation for dependents by June 3. The final deadline to submit all required documentation is July 31.

Due to various federal and state regulations regarding dependent children, including Ohio House Bill 1 (HB1) and federal health care reform, please refer to the chart on the following page for more guidance.



Did you know?

In the event of a qualifying life event, such as a marriage, divorce, birth, adoption of a child or a child reaching the age of ineligibility, you have **31 DAYS** to add or remove dependents to or from coverage. If you wait longer than 31 days, you will have to wait until the next Open Enrollment period to add the dependent. If you fail to remove a dependent from coverage within 31 days of a qualifying event, you may be responsible for health care expenses incurred by the ineligible dependent.

It is your responsibility to contact your agency benefits specialist or human resources office when one of your enrolled dependents is or becomes ineligible for benefits coverage.

PLEASE NOTE: The material in this publication is for informational purposes. It is intended only to highlight the main benefits, eligibility policies and coverage information for State of Ohio employees and their dependents. Every effort has been made to be as accurate as possible; however, should there be a difference between this information and the plan documents, the plan documents govern. To locate the plan documents on the Benefits Administration website, das.ohio.gov/benefits, click on **Medical** located in the right navigation pane under Benefits.