

Memorandum

Date: August 1, 2022
To: All Departmental Personnel Offices
From: Benefits Division
Re: 2023 Instructions for Completing Open Enrollment Forms

The following instructions for completing Open Enrollment forms outline important information for departmental personnel offices regarding submission of Open Enrollment forms for a January 1, 2023, effective date. The programs covered in the instructions for completing Open Enrollment forms are:

- Dental
- FlexElect
- Consolidated Benefits (CoBen)
- Vision
- Legal
- Long Term Disability (LTD)
- Supplemental Life Insurance

Please read the information carefully to better assist you in preparation for Open Enrollment. For questions regarding Open Enrollment, please contact BenefitsInquiries@calhr.ca.gov.

Instructions for Departmental Personnel Offices to Complete Open Enrollment Forms

Please use the information below when completing Open Enrollment forms.

For departmental personnel office use only:

- Departmental personnel offices may submit Open Enrollment forms as they receive them from employees directly to the State Controller’s Office (SCO) for processing. Contact the [Statewide Customer Contact Center](#) at (916) 372-7200 with questions.

Dental

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
September 19, 2022	New enrollment	03	January 1, 2023
September 19, 2022	Add or delete dependents	15	January 1, 2023
September 19, 2022	Change of plan	28	January 1, 2023
September 19, 2022	Change of plan and add or delete dependents	*29	January 1, 2023
September 19, 2022	Voluntary	**41	January 1, 2023

* Permitting event code 29 may be used on one form only during Open Enrollment.

** Permitting event code 41 is used when canceling dental and enrolling into FlexElect or CoBen Cash Option. Submit the dental cancellation and FlexElect/CoBen Cash Option enrollment forms stapled together as a package to SCO.

Current Form:

- [Dental Plan Enrollment Authorization – STD. 692](#) (redirect to Benefits Calculator)

FlexElect/CoBen

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2023

Note: FlexElect and CoBen Cash Option Open Enrollment forms do not require a permitting event date or permitting event code.

Current Forms:

- [Reimbursement Account Enrollment Authorization – STD. 701R](#)
- [Cash Option Enrollment Authorization – STD. 701C](#)
- [Consolidated Benefits \(CoBen\) Cash Enrollment Election – STD. 702](#)

Vision

Vision Service Plan (VSP) no longer requires forms to enroll or to make changes to the vision plan for Open Enrollment. Employees **must** enroll online at stateofcaemployee.vspforme.com or call (800) 400-4569 and speak with a member services representative.

Deadlines for Dental, FlexElect, CoBen and Vision

Last day for employees to sign and submit Open Enrollment forms to their departmental personnel office.	October 14, 2022
Last day for employees to enroll or make changes directly with VSP online or by phone.	October 14, 2022
Last day for SCO to receive all Open Enrollment forms from departmental personnel offices. Departmental personnel offices may reference SCO's Civil Service Benefits Open Enrollment Checklists for instructions on how to fill out forms.	November 1, 2022
Last day for SCO to receive Open Enrollment forms previously returned to departmental personnel offices for correction (in order to be reflected on the January 1, 2022 paycheck). Departmental personnel offices may reference SCO's Civil Service Benefits Open Enrollment Checklists for instructions on how to fill out forms.	November 23, 2022
Last day for SCO to receive reimbursement account and cash option Open Enrollment forms reflecting cancellation or changes (forms employees submit to their departmental personnel office by December 31, 2022, will have an effective retroactive date of January 1, 2023). Departmental personnel offices may reference SCO's Civil Service Benefits Open Enrollment Checklists for instructions on how to fill out forms.	January 3, 2023

Legal Services Insurance Plan

Deadlines for Excluded Employees to Enroll with ARAG Insurance

Last day for employees to sign and submit Open Enrollment forms to ARAG Insurance.	October 14, 2022
Last day for employees to enroll or make changes directly with ARAG Insurance online or by phone.	October 14, 2022
Last day for ARAG Insurance to receive all Open Enrollment forms from direct pay agencies and departmental personnel offices in order to be reflected on the January 1, 2023 pay warrant**	November 2, 2022

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2023

Note: No permitting event date or permitting event code is needed for legal insurance Open Enrollment forms. Employees must enroll, cancel, or make changes directly with ARAG Insurance Company online at <https://www.araglegal.com/socinfo> or by calling toll-free (866) 762-0972, Monday-Friday, 5:00 a.m. to 5:00 p.m., Pacific Time.

Deadlines for Direct Pay Agencies* (California Exposition and State Fairs, California Fairs Services Authority, Legislative Analyst’s Office) and Permanent Intermittent (PI), Limited Term (LT), and Temporary Authorization (TAU) Employees

Last day for direct pay agencies, PI, LT, and TAU** employees to sign and submit Open Enrollment forms to their departmental personnel office.	October 14, 2022
Last day for employees to enroll or make changes directly with ARAG Insurance online or by phone.	October 14, 2022
Last day for ARAG Insurance to receive all Open Enrollment forms from direct pay agencies and departmental personnel offices in order to be reflected on the January 1, 2023 pay warrant **	November 2, 2022

* Direct pay agencies do not process payroll through the SCO payroll system.

** Employees of direct pay agencies and employees designated PI, LT, or TAU must complete an enrollment form and submit to their departmental personnel office via fax, or mail enrollment forms to ARAG Insurance.

Note: Do not send enrollment forms to SCO. Employees should submit forms to ARAG Insurance. Instructions are provided on the forms.

Long Term Disability (LTD) for Excluded Employees Only

Deadlines for Excluded Employees to Enroll with Standard Insurance

Last day for excluded employees to enroll online.	October 14, 2022
Last day for excluded employees to email or mail paper enrollment forms to Standard Insurance.	October 14, 2022

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2023

Note: No permitting event date or permitting event code is needed for LTD Open Enrollment forms.

Employees who are already enrolled do not need to re-enroll. However, employees may change or cancel coverage and/or enroll online at www.standard.com/mybenefits/california. Employees who wish to enroll by using the enrollment form, can contact Standard by calling Standard Insurance at (971) 321-8150, Monday through Friday, 5:00 a.m. - 5:00 p.m., Pacific Time or email socltforms@standard.com to request an LTD enrollment Form.

Note: Do not submit LTD enrollment forms to SCO. Employees should submit forms to Standard Insurance. Instructions are provided on the forms.

Deadlines for Direct Pay Agencies*: California Exposition and State Fairs, and California Fairs Services Authority

Last day for employees of direct pay agencies to sign and submit Open Enrollment forms to their departmental personnel office.	October 14, 2022
Last day for Standard Insurance to receive all Open Enrollment forms from direct pay agency departmental personnel offices in order to be reflected on the January 1, 2023 pay warrant.**	November 2, 2022

* Direct pay agencies are not paid through the SCO payroll system.

** Employees of direct pay agencies must complete an LTD enrollment form and return it to their departmental personnel office. The departmental personnel office can email the LTD enrollment form to socltforms@standard.com or mail completed forms to Standard Insurance.

Note: Do not submit LTD enrollment forms to SCO. Employees should submit forms to Standard Insurance. Instructions are provided on the forms.

Deadline for Active Military Employees

Last day for active military employees to email or mail enrollment forms to Standard Insurance.	October 14, 2022
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Active Military Employees can contact Standard by calling Standard Insurance at (971) 321-8150, Monday through Friday, 5:00 a.m. - 5:00 p.m., Pacific Time or email socltforms@standard.com to request an LTD enrollment Form.

Note: Do not submit LTD enrollment forms to SCO. Employees should submit forms to Standard Insurance. Instructions are provided on the forms.

Supplemental Life Insurance for Excluded Employees Only

Deadlines for Excluded Employees to Enroll with MetLife Insurance

Last day for excluded employees to enroll.	No deadline
Last day for excluded employees to email or mail paper enrollment forms to MetLife.	No deadline

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Not Applicable	Leave Blank	The first day of the month immediately following the month in which the first deduction is made

Note: No permitting event date or permitting event code is needed for supplemental life insurance Open Enrollment forms. Employees already enrolled, do not need to re-enroll. However, employees may change or cancel coverage.

Eligible employees may purchase supplemental coverage for themselves as well as dependent coverage for their spouse, registered domestic partner and/or eligible children. Excluded employees may purchase supplemental coverage at any time.

- [CalHR Basic Group Life Insurance webpage](#) – Learn more about eligibility, the amount of coverage, and how to apply for supplemental coverage.
- [MetLife webpage](#) – Learn about supplemental life insurance coverage for excluded employees, rates, and enroll on this webpage.

Note: Do not submit supplemental life insurance enrollment forms to SCO. For enrollment information, employees should contact MetLife by telephone at (800) 252-8524, Monday through Friday, 8:00 a.m. to 4:30 p.m. Pacific Time, or visit the webpage at www.metlife.com/soc