

WELCOME TO THE 2013 OPEN ENROLLMENT FOR THE EMPLOYEE HEALTH BENEFIT PROGRAM!

Open Enrollment Begins on November 26th, 2012 and Ends at Midnight on December 7th, 2012.

All benefit enrollment changes for all benefits eligible employees and their dependents will be made using the existing enrollment process.

If you would like to make a change to your existing coverage (add or drop dependents) or want to enroll in the Medical Care and/or Dependent Child Care Flexible Spending Accounts, you must complete an **"Open Enrollment Benefit Enrollment/Change Form"** (see below) to your agency Benefit Representative for review. If you are newly adding dependent children (who are under age 26) and/or a spouse to your health benefit coverage, you must submit supporting documentation (birth certificate for children / marriage certificate for spouse) with your enrollment form.

If you are unsure who your agency Benefit Representative is, or if you need further assistance with your enrollment go to <http://admin.state.nh.us/hr/contacts.html> for a listing by agency.

- [Open Enrollment Benefit Enrollment/Change Form](#)

All plan changes made during open enrollment will be effective January 1, 2013.

Effective Monday, November 19th, if you would like to see a summary of your current benefits and would like to verify who is currently covered on your health (medical and prescription) and/or dental benefits, you can go to <https://mybenefits.nh.gov:446/>. You will need to enter your first name, last name, social security number, and date of birth as it appears on your pay statement in order to access this site. In addition, for additional security, you will only be able to access this site from a State of NH computer.

Flexible Spending Accounts (FSA)

Starting in 2013, the medical care flexible spending goal amount is limited to \$2,500. The dependent child care flexible spending goal amount will remain \$5,000.

If you have questions about medical or dependent child care flexible spending benefits call Combined Services at 1-888-227-9745, ext. 2040.

To see your flexible spending accounts or to use the FSA calculator, log on to <http://combinedservices.com/pages/flexiblebenefitsparticipants.php>.

If you want to participate in the FSA program (medical or dependent childcare) for 2013, you must make your election using the Open Enrollment Benefit Enrollment/Change Form, even if you are not changing your goal amount.

No action is needed if you DO NOT wish to make changes to your current medical and dental benefits AND you DO NOT wish to participate in either of the FSA programs for 2013.

Voluntary Benefits

Voluntary Short Term Disability, Critical Illness and/or Accident Insurance Plans:

If you have questions, would like to make changes to your existing plan(s) or enroll in any or all of these voluntary benefits, contact Employee Benefits Management directly at 1(800) 639-4025 or visit: http://admin.state.nh.us/hr/flexible_spending.html

Voluntary Life Insurance Plans:

If you would like to enroll, make plan or beneficiary changes to any of the voluntary life insurance plans (plans 2-8) contact Anthem Life directly at (866) 227-4005 or download the form located at: http://admin.state.nh.us/hr/life_insurance.html