



DOUGLAS COUNTY

Human Resource Department

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MEMORANDUM

TO: Douglas County Employees
FROM: Human Resource Department
DATE: November 4, 2019
RE: **Open Enrollment 2020**

It's that time of year again for employees to make their benefit selections for 2020. The open enrollment period will begin Monday, November 11 and closes at 4:30 p.m. on Monday, December 2, 2019. **If you would like to complete forms before open enrollment begins, you may.**

The following are some things to consider:

High Deductible Health Plan/Health Savings Account (HDHP/HSA): If you are currently enrolled, you do not need to re-enroll. However, **if you want to continue payroll deductions for your HSA, you need to complete a new HSA Contribution Form** and send it to the Human Resource Department with your signature authorizing a deduction from your paycheck.

If you are newly enrolling (currently do not have health insurance with Douglas County), you need to complete a Health/Dental Enrollment Form, a SuperiorUSA HSA Enrollment Form, and an HSA Certification of Eligibility Form.

If you are changing your level of coverage (ex. single, employee + one, family), or the number of people on your plan, you need to complete a Health/Dental Change Form. If you are currently enrolled in the 1500/3000 HDHP/HSA, but would like to change to the 3000/6000 HDHP/HSA please write "**3000/6000 HDHP/HSA**" on the upper right hand corner of the HSA Contribution Form.

If you or somebody on your health plan are enrolled in or are planning on enrolling in Medicare please contact Sherri Freeman, Holden Insurance at 715-392-1294 to schedule an appointment to discuss your options.

Dental Insurance: If you are currently enrolled, you do not need to re-enroll. If you are changing your level of coverage, you do need to complete a Health/Dental Change Form.

Flexible Spending Account (FSA): The FSA is for **Dependent Care only**. If you want to participate in the FSA you must complete an enrollment form and send it to the Human Resource Department with your signature authorizing a deduction from your paycheck.

**All forms must be turned into the Human Resource Department
on or before December 2, 2019.**

Forms are available on our website at www.douglscountywi.org or you may pick them up at the Human Resource Department. If you have any questions, please contact us at 715-395-1429.

Equal Opportunity Employer