

Open Enrollment Checklist

OPEN ENROLLMENT JANUARY 14 – FEBRUARY 28, 2019

Materials in this Packet

- Read the Enrollment Guide carefully. Please share this information with your spouse, if applicable.
- Complete and return the Electronic Disclosure Consent form in the enclosed envelope.

My150 Community Website (www.My150.com)

Are you registered on the My150 community website?

- NO – **Please do so as soon as possible and start enjoying everything Local 150.** The My150 home page includes a Welcome Kit with registration information. Through My150, you can update your profile, update your beneficiaries for each applicable fringe benefit, set your PHI PIN number and enroll for health coverage.
- YES – Awesome job! If you have not logged into your My150 account recently, you may have to reset your My150 password. We recommend that you do so before open enrollment.



Enrolling for Health Coverage (www.My150.com)

- Starting January 14, 2019, log in to your My150 account. From your HOME tile, click on the **Start New Plan** button and follow the instructions. Write down any notes below:

Health Plan Option #1:

Plan A PPO

Tier of Coverage: _____

Pros: _____

Cons: _____

Health Plan Option #2:

EPO (Modified HMO)

Tier of Coverage: _____

Pros: _____

Cons: _____

- To add dependents, select the **My Profile** tab. Select the blue button: **My Family**, then click the green button to “ADD NEW DEPENDENT”.
- Once all dependents are added, submit your required documents **as soon as possible** so the Fund Office can validate your dependents as “eligible.” Once your dependents are validated, you will receive an email through My150 verifying that they have been added to your plan and that your coverage tier has changed. **Please note:** you have until February 28, 2019 to modify your coverage tier after the update, if needed. If documents are received after this date, you will not be able to add your dependents until next year’s open enrollment period, unless you have a life changing event.

Required Documents to Validate Dependents (if coverage tier is changed to Member + 1 or Family)

It is imperative that the Fund Office receives copies of the following documentation in order to validate your dependents. By validating your dependents, you will be able to change your coverage tier.

Dependent Type	Required Documentation
Spouse	County Marriage Certificate New spouse's Social Security Card New spouse's County Birth Certificate
Child/Step-Child	County Birth Certificate Social Security Card
Adopted child	Adoption letter or record showing date of adoption signed and dated by a court official County Birth Certificate Social Security Card

For Additional Information

Call Center – Open Enrollment Resource

- Contact the MOE Health Plan Marketplace Call Center between January 14 and February 28, 2019 to speak with an experienced BlueCross BlueShield of Illinois navigator. They can assist you with making a health plan option selection and enrolling in a plan. Just call the toll-free phone number at (844) 693-1467 from 8:00 a.m. to 7:00 p.m. CST, Monday through Friday or 8:00 a.m. to 12:00 p.m. CST, Saturday, including holidays. Translators will also be available on request.
- Contact the Fund Office at (708) 579-6675 with any questions about the MOE health plan coverage.

Fund Office Website (www.moefunds.com)

- Review the latest information about your MOE health plan coverage.
- Register for an open enrollment meeting at one of the District Offices. (Please note: Due to the content of the material, please make childcare arrangements if needed.)

Date: _____ Time: _____