



The Power of Possible

## 2018 Open Enrollment November 8 - 22, 2017!

What's new or changing in 2018?	
Passive Open Enrollment (This does not include Single Stop, who has an active Open Enrollment.)	<ul style="list-style-type: none"> <li>This is a passive Open Enrollment, which means you <b>must</b> take action only if you want to <b>enroll in, change, or waive</b> Medical, Dental, Vision, and Legal coverage.</li> <li>Health Care and Dependent Care Flexible Spending Accounts <b>require active enrollment every plan year.</b></li> </ul>
Dental	<ul style="list-style-type: none"> <li>We are pleased to announce the addition of a lower cost nationwide PPO dental plan. This plan, PPO2, will replace the DMO which was only available to employees in the NY Tri-State area.</li> <li>Current DMO participants will be automatically enrolled in this plan. If you do not wish to be enrolled, you <b>must</b> actively opt-out during Open Enrollment.</li> </ul>
Life and Disability	<ul style="list-style-type: none"> <li>The Hartford will be the carrier for Life Insurance, Disability and Leave Management.</li> <li>We are adding a voluntary STD plan. More details will be provided at upcoming information sessions.</li> </ul>
Flexible Spending Accounts	<ul style="list-style-type: none"> <li>If you are enrolling in the Health Care and/or Dependent Care Flexible Spending Accounts (FSA) you <b>must take action</b> during this Open Enrollment.</li> </ul>
Important Reminders	
Dependent Verification	<ul style="list-style-type: none"> <li>If you are adding NEW dependents you must provide: <ul style="list-style-type: none"> <li>Social Security Number</li> <li>Date of Birth</li> </ul> </li> <li>Acceptable dependent documentation for a spouse includes Marriage Certificate/ Affidavit or first page of most recent tax return.</li> <li>Acceptable dependent documentation for children includes Birth Certificate, proof of Legal Guardianship, Qualified Medical Child Support Order (QMCSO), or first page of most recent tax return.</li> <li><b>Dependent verification is due by January 1, 2018.</b> Otherwise, the new dependent will not be added to your benefits.</li> </ul>
Information Sessions	<ul style="list-style-type: none"> <li>Information sessions will be held later this fall. More details about the benefits program will be provided at the information sessions.</li> </ul>

### Open Enrollment : Key Dates

Open Enrollment Period:  
November 8 - 22, 2017

Open Enrollment Deadline:  
November 22, 2017

Benefits Effective: January 1, 2018

### How to enroll/make changes

Visit: [www.fedcapbenefits.hrintouch.com](http://www.fedcapbenefits.hrintouch.com)

Log in to create an account (if you have not done so already) and enroll anytime (24/7) during the enrollment period. If you need to reset your password, you can retrieve your username and/or reset your password online or by calling the Benefit Service Center.

**Call: 1.866.533.3227**

Speak with a Benefit Specialist to make your elections over the phone Monday to Friday, 9 AM to 7 PM ET and Saturday (Nov. 18<sup>th</sup>) - Sunday (Nov. 19<sup>th</sup>) 12 PM to 5 PM ET.

*Se habla Español. Videophone calls are welcomed.*