

# 2019-2020 Open Enrollment



Open Enrollment begins **Monday, October 14** and closes **Sunday, November 17, 2019** at midnight. Benefits changes are effective **January 1, 2020**. The first benefits deduction will appear on the paycheck you receive on **January 24, 2020**. If you **do not** wish to make any benefits changes, you do not need to participate in Open Enrollment, your current benefits will automatically roll over to 2020.

## No rates increases or plan design changes

- Medical rates for employees and dependents.
- CDHP, PPO, and HMO plan design (same copays, same coinsurance, and deductible).
- Legal, Life, and Disability rates.

## What's changing in 2020?

Dental—dependent rates are increasing:

- Employee Only—no cost
- Employee & Dependents—from \$25.23 to \$28.51

Vision—rates are increasing:

- Employee Only—from \$2.24 to \$2.30
- Employee & Spouse/Domestic Partner (DP)—from \$4.44 to \$4.57
- Employee & Children—from \$4.36 to \$4.49
- Employee & Family—from \$6.64 to \$6.84

**NEW FLEXTRA Name & Administrator**—beginning January 1, 2020, Total Administrative Services Corporation (TASC) will be the new administrator for the Health Care and Dependent Care Accounts. FLEXTRA will now be referred to as **“Flexible Spending Accounts (FSA)”**.

- TASC app—download to your smartphone to access your account beginning January 1, 2020.
- Call **800-422-4661** for any questions or assistance regarding your Flexible Spending Accounts.



Dependent Care FSA:

- **NEW!** Participants enrolled in Dependent Care FSA will now receive a TASC debit card to pay eligible day care providers up to the balance on card.
- The amount employees can deduct from their paycheck remains at \$208 per pay period.
- With the change in administrators, we recommend that you use all of your 2019 money by December 31, 2019.



Health Care FSA:

- Participants enrolled in Health Care FSA will receive a new TASC debit card.
- One debit card will be issued in your name at no cost.
- You may request additional cards in your dependent's name at no cost through the Open Enrollment system.
- The amount employees can deduct from their paycheck per pay period is increasing from \$110 to \$112.
- With the change in administrators, we recommend that you use all of your 2019 money by December 31, 2019.

**Note:** One TASC debit card will be issued for both Dependent Care FSA and/or Health Care FSA.

CDHP Health Savings Account (HSA):

- CDHP w/HSA Employer Contribution—the contributions will be for full-time employees:
  - ◇ Employee Only coverage—\$500
  - ◇ Employee & Dependents coverage—\$1,000
- CDHP w/HSA Employee Contributions—the amount employees can deduct from their paycheck per pay period is increasing:
  - ◇ Employee Only coverage—from \$104 to \$127
  - ◇ Employee & Dependents coverage—from \$229 to \$254

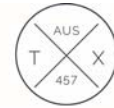
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## NEW—Enroll in Deferred Compensation Using the Online Open Enrollment System

If you currently **do not** participate in Deferred Compensation, you now have the option to enroll in the plan using the Open Enrollment system. Below are a few details:

- Your per pay period contribution will default to 2% of your salary pretax.
- You will be contacted by an Empower Retirement representative in December to discuss your investment options. During this time, you may request to increase or decrease your default 2% per pay period contribution amount or change your contribution to post-tax.
- Your first payroll deduction will begin January 10, 2020.

**Note:** Current Deferred Compensation participants are not able to change their contributions through the Open Enrollment system. If you wish to change your contribution amount, visit [dcaustin.com](http://dcaustin.com) or call **866-613-6189**.



A RETIREMENT  
UNIQUE TO YOU  
City of Austin Deferred Compensation Plan

## NEW—Free HEB Prescription Delivery Service

Beginning January 1, 2020, free prescription delivery will be available to your home in the following Texas areas: Austin, San Antonio, Waco, Houston, Corpus Christi, and Border areas within 10 miles of an HEB store.

### How does it work?

1. Call your HEB Pharmacy and ask for prescription delivery.
2. Pay the copay/coinsurance by a credit card, debit card, or your FSA/HSA debit card.
3. Have someone 18 years or older at home to sign for the delivery.
4. Provides delivery of prescriptions filled Monday through Friday by 4 pm, except for major holidays.
5. Delivers medications as late as 8 pm.

For more information, call your local HEB Pharmacy.



## Smart Commute Rewards—Commute Connections

Beginning September 3, 2019, Regular full-time and part-time employees qualify for Administrative Leave (ADL) for regularly taking and tracking sustainable commutes. The ADL reward will be offered in two periods: from September through February, and March through August. Participate in fun contests and challenges throughout the year as well.

1. **Register and enroll:** Visit [SmartCommuteAustin.com/ADL-Join](http://SmartCommuteAustin.com/ADL-Join), register or log in to your account, and complete the full training. Qualify for two ADL hours just for enrolling!
2. **Take a sustainable commute:** Choose *not* to drive alone, even one day a week. Instead; carpool, vanpool, take transit, bike, walk, or scoot to and from work.
3. **Log your trips daily:** Use the commute calendar on the Smart Commute Rewards dashboard or download the RideAmigos Commute Tracker app. Learn more by visiting <https://help.rideamigos.com/using-commute-tracker-app/>
4. **Qualify for time off!** Earn up to eight hours of ADL total per six-month period based on a tiered structure above.



ADL will be distributed after the end of the six-month participation period and must be used at one time, within six months of distribution. Employees must receive supervisor approval before altering their work schedule or work location to utilize sustainable modes of transportation. Employees are responsible for accurately tracking their sustainable commutes according to the guidelines laid out in the Smart Commute Rewards program. Temporary, contract, and sworn employees are not eligible.

Questions? Email [SmartCommute@AustinTexas.gov](mailto:SmartCommute@AustinTexas.gov), call **512-974-1150**, or visit <https://mycommutesolutions.com/#/pages/austin>.

# How to Participate in Open Enrollment

## Review

- Your **2019 Coverage Information Statement** reflects your current benefits, the names of your dependents covered for each benefit plan, and 2020 rates.
- The **2020 Employee Benefits Guide**.

## Participate

- Attend an Open Enrollment benefits presentation. Look for posters in your work area with the date, time, and location of the presentations.
- You can view the Open Enrollment video online at [coaopenenrollment.com](http://coaopenenrollment.com) or scan the QR code to access the video at [austintexas.gov/benefits](http://austintexas.gov/benefits).



## Step 1

Have these items on hand when participating in Open Enrollment:

- Your **Employee ID Number** (located on your **2019 Coverage Information Statement** and your timesheet).
- Your dependent's **social security numbers, dates of birth, and documentation** for the dependents you wish to enroll.
- The **2020 Employee Benefits Guide** for rates, eligibility guidelines, and documentation requirements.

## Step 2

Ways to participate in Open Enrollment:

Option 1: Go to [coaopenenrollment.com](http://coaopenenrollment.com)

Available 24/7, beginning Monday, October 14 through Sunday, November 17, 2019. To log in, enter your **Employee ID Number** and the first five digits of your **Social Security Number**.

To make changes to your benefits, select the appropriate tabs.

- **Employee tab**—to update your address and marital or domestic partner status.
- **Dependents tab**—to add or drop dependents from coverage, upload dependent documentation, and to update your dependent's personal information.
- **Medical tab**—to enroll in, add or drop dependents from coverage, switch medical plans, or waive coverage. Newly enrolled HMO participants can elect their PCP.
- **Health Care FSA tab**—to enroll in, cancel, increase/decrease your per pay period contribution, and/or request additional Health Care FSA debit cards. **Note:** For 2020, you will receive one TASC debit card in your name at no cost. You may request additional cards in your dependent's name at no cost.
- **Deferred Compensation tab**—to enroll in Deferred Compensation. Payroll deductions begin January 10, 2020. **Note:** the Deferred Compensation tab is **not** viewable to employees who currently participate in Deferred Compensation. If you wish to change your contribution amount, visit [dcaustin.com](http://dcaustin.com) or call **866-613-6189**.
- **Tobacco Certification/Save tab**—to complete the Tobacco Certification Form for you and your spouse/DP, finalize your benefits changes, and print a copy of your **2020 Online Verification**.

Option 2: Call **512-493-1350**

Available weekdays, Monday, October 14 through Friday, November 8, 2019.

- Representatives are available from 8 am to 5 pm.
- Spanish-speaking representatives are available.



## 2020 Tobacco Premium – Applies to Employees & Spouses/DP

**Q: Did you or your spouse/DP complete Tobacco Cessation 101 between July 1, 2018 and September 30, 2019 and no longer use tobacco?**

A: If yes, you must participate in Open Enrollment and mark the non-tobacco status option to avoid paying the Tobacco Premium beginning January 2020.

If you continue to use tobacco products, you and/or your spouse/DP must complete both Tobacco Cessation 101 classes scheduled from October 1 through December 19, 2019 to avoid paying the Tobacco Premium beginning January 2020.

**Q: If I indicated I was a non-tobacco user during last year's Open Enrollment or during New Employee Orientation in 2019, will I pay a Tobacco Premium beginning January 2020?**

A. No. Your non-tobacco status will roll over to 2020.

**Q. Where can I find the schedule for Tobacco Cessation 101 classes?**

A. You can view the schedule online at [austintexas.gov/benefits](http://austintexas.gov/benefits) and register for a class on **TRAIN**. Spouses/DP do not have to register and can attend any class.

**NOTE:** The Tobacco Premium only applies to employees and spouses/domestic partners enrolled in a City medical plan and are tobacco users. The City encourages all employees to verify their Tobacco Status during Open Enrollment.

## Reminders

### After you Participate in Open Enrollment

A 2020 Confirmation Statement will be emailed to you immediately (if you selected this option) or mailed to your home address within two business days of participating.

- Check your statement to make sure your changes are correct.
  - ◇ Call CompuSys/Erisa Group, Inc. (Erisa) at **512-250-9397** to make corrections.
  - ◇ If you don't receive a statement, call Erisa to verify your changes were processed correctly and request a copy of your 2020 Confirmation Statement.
- Keep your statement.
  - ◇ Your first benefits deductions in 2020 will begin January 24, 2020.
  - ◇ Payroll deduction errors must be reported to the Employee Benefits Division at **512-974-3284** no later than February 7, 2020.

### Open Enrollment Required Documentation

If you added a dependent to your benefits, upload your dependent documentation online or provide the documentation to your department's Open Enrollment Coordinator or the Employee Benefits Division by November 20, 2019. Refer to the **2020 Employee Benefits Guide** for acceptable required documentation.

### Qualifying Life Events During Open Enrollment

You must schedule an appointment with the Employee Benefits Division within 31 days of the qualifying life event to make a change to your benefits. Participating in Open Enrollment alone will not **add** or **drop** dependents for the remainder of 2019.

### Who will receive ID cards?

- BlueCross BlueShield—new participants and participants switching medical plans.
- Dental—all participants.
- Davis Vision & ARAG Legal Plan—new participants only.
- Dependent Care FSA and/or Health Care FSA—all participants.

Participants should receive their ID cards by December 31, 2019.