

Open Enrollment

November 1, 2021 – November 30, 2021

Open Enrollment is a once-a-year opportunity to review and make changes to your Employee Benefits elections for the coming year for Benefits eligible employees. It's the only time you can change your coverage outside of having a qualifying life event during the year. Information for Open Enrollment will appear in your Workday inbox.

Take the time to review your enrollment materials before making 2022 coverage decisions.

For an overview of the upcoming changes view the [2022 Employee Benefits Guide](#) here. As a reminder, annual elections are required for your flexible spending account (FSA), Dependent Care, and opt-out election (indicating healthcare coverage through another source; if elected payment is twice a year in the months of April and October).

Open Enrollment Office Hours

Monday, November 1, 2021 – 8:30am to 4:30pm (in-person)
Friday, November 5, 2021 – 8:30am to 4:30pm (virtual) [Click here for Zoom Link](#)
Monday, November 8, 2021 – 8:30am to 4:30pm (in-person)
Friday, November 12, 2021 – 8:30am to 4:30pm (virtual) [Click here for Zoom Link](#)
Monday, November 15, 2021 – 8:30am to 4:30pm (in-person)
Friday, November 19, 2021 – 8:30am to 4:30pm (virtual) [Click here for Zoom Link](#)
Monday, November 22, 2021 – 8:30am to 4:30pm (in-person)
Monday, November 29, 2021 – 8:30am to 4:30pm (in-person)

In-person meetings, on Mondays, will be held at **East Professional Center in Room 215**. Please follow all COVID-19 protocols when entering the building and working with the Employee Benefits Team. As a reminder, masks should be worn at all times. Please note, office hours do not need an appointment time and will be taken on a first come, first serve basis.

For Virtual meetings, please note, in order to adhere to privacy due to some Employee Benefits questions, each employee who logs on will be placed in a waiting room and a representative from the Employee Benefits team will individually admit employees on a first come first serve basis.

If you are unable to attend any of the Employee Benefits Open Enrollment office hours, please send an email to Benefits@clevelandmetroschools.org with the question(s) and the best possible phone number for contact. A representative from the team will respond back accordingly.

Current Aetna Members

As of January 1, 2022, Anthem Blue Cross and Blue Shield will replace Aetna as an option for health coverage. During Open Enrollment, you have the option to select a different provider for the 2022 plan year. Current Aetna members who do not complete Open Enrollment in November of 2021 will automatically be transferred to the Anthem plan effective January 1, 2022.

To help support this transition:

1. Anthem member support will be available beginning November 1, 2021 to answer questions regarding coverage under the CMSD plan or to verify that your provider is in network. [The CMSD Anthem support can be reached at 833-952-2042](#) once the support line is activated in November 2021. Please reference the Anthem group number L03802 when calling for support. Anthem member support will not have your direct record available until after Open Enrollment has closed and final eligibility has transferred to Anthem in December 2021.
2. The Employee Benefits Department will be holding office hours, during the month of Open Enrollment, exclusively for current Aetna members for any additional questions and support needed in choosing and switching plans in Workday. Below are the following office hours available:
Wednesday, November 3, 2021 – 8:30am to 4:30pm (in-person)
Wednesday, November 10, 2021 – 8:30am to 4:30pm (in-person)
Wednesday, November 17, 2021 – 8:30am to 4:30pm (in-person)

In-person meetings, on Wednesdays, will be held at **East Professional Center in Room 224**. Please follow all COVID-19 protocols when entering the building and working with the Employee Benefits Team. As a reminder, masks should be worn at all times. Please note, office hours do not need an appointment time and will be taken on a first come, first serve basis.

If you are unable to attend any of the Employee Benefits Open Enrollment office hours, please send an email to Benefits@clevelandmetroschools.org with the question(s) and the best possible phone number for contact. A representative from the team will respond back accordingly.

Helpful Hints

An Open Enrollment task will show up in your Workday inbox.

While this is a passive Open Enrollment (meaning your Medical, Vision, and Dental will not change if you do not go into Workday), it is beneficial to go through Open Enrollment to ensure your information is correct within Workday.

Annual Re-enrollments

Please be aware you **must** re-enroll in your Flexible Spending Account and Dependent Flexible Spending Account annually.

If you are opting-out of healthcare coverage from the District for 2022 -- you must opt-out of coverage during Open Enrollment, **even if you opted-out of coverage for 2021.**

Open Enrollment Resources

CMSD Benefits Staff

Gracie Lockhart, *Manager, Employee Benefits*
Gracie.Lockhart@clevelandmetroschools.org

Nuha Hamad, *Talent Systems Analyst*
Nuha.Hamad@clevelandmetroschools.org

Employee Benefits Webpage

- [Employee Benefits Guide 2022](#)
- [Employee Benefits Website](#)
- [Coverage Summaries for Providers](#)
- [Provider Contact Information](#)
- [EASE@Work Information](#)

To view information regarding Benefits, please visit the Benefits Website via the links below. All information available in this newsletter and subsequent newsletters can be found via the District's website.

Click here for the Benefits Website Link: [Employee Benefits Website](#)

Click here for the Monthly Newsletter Flyers provided by our Providers: [Monthly Newsletter Flyers](#)