



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads and Key Officials SUBJECT: Open Enrollment 2006

FROM: Benefits Manager DATE: October 4, 2005
Human Resources Department

Open Enrollment for 2006 employee benefits will be October 10 through October 31, 2005.

During this period, employees can add or drop health care and/or dental coverage for themselves and their dependents. Also, employees can enroll in or increase their Income Protection (short term) coverage and elect Flexible Spending Accounts for 2006.

Details about 2006 benefits will be available soon for all employees on the Henrico County Intranet and Internet. Employees are encouraged to make all their elections on the PIKE at their office computers or at one of the kiosks located in County buildings.

Open Enrollment information is available to employees and families in these ways:

- Announcement postcard sent this week to homes of employees and families
- Detailed Open Enrollment information in the Personnel Update along with Southern Health and Delta Dental booklets distributed through departments with the October 7 paycheck
- Internet/Intranet sites: www.co.henrico.va.us/hr/oe06.html and virtual.henrico
- Enrollment meetings at various County locations featuring provider representatives


Open Enrollment Summary

- Current health care elections will rollover for 2006 coverage, unless changed during Open Enrollment.
- **Employees must enroll in the new Delta Dental plan to have dental coverage in 2006.**
- Current Income Protection (short term) elections will rollover unless changed during Open Enrollment.
- Employees must re-enroll in dependent care and/or health care flexible spending accounts to participate in 2006.

Your support makes a difference.

- Encourage your employees to allow ample time for reviewing in detail the health and dental plans to make informed benefits decisions for 2006.
- Enable your employees to attend an Open Enrollment meeting or to access benefits and wellness information through the Internet or Intranet.
- Encourage your employees to enroll on the PIKE at their work station or a kiosk. It's easy!
- Remind employees, especially new ones, of the 2006 Open Enrollment dates.

If you have questions or would like additional assistance for Open Enrollment, please contact the Human Resources Benefits Division at 501-7371.


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