We are excited to announce that our enrollment process has moved ONLINE!!

With the help of our insurance broker, Pegasus Capital & Insurance Services, we have partnered with Plansource, http://benefits.plansource.com, a benefits administration system that assists companies like ours with online benefits enrollment.

This new system will debut during open enrollment and beginning January 1, 2016 it will also be available for new hire enrollments and to staff for all eligible plan changes i.e., adding/dropping dependents and/or adding/dropping plans.

As this is our first year, we are expecting that there will be a few wrinkles to iron out. However, with your help and patience we are sure to make this transition as smooth and seamless as possible!

Your Information is protected! Your personal information is of the utmost importance to us and you can trust that we have selected a benefits administration system that feels the same. Please refer to the enclosed information regarding Plansource’s security measures.

PLEASE BE SURE TO READ THE FOLLOWING INFORMATION CAREFULLY IN ORDER TO ENSURE SUCCESSFUL ENROLLMENT!

Information regarding all benefit plans for 2016 will available on the Options for Learning website beginning Monday, November 23, 2015 at 5 p.m.

The Plansource website will be available for staff to begin enrolling online on Tuesday, December 1, 2015 through Sunday, December 20, 2015 11:59 p.m.

Staff will be allowed to complete their online benefit enrollment during working hours either from their personal workstations or on site PC’s. Please coordinate in advance with your supervisors or coordinators the times you would like to enroll.

The H.R. Department and AFLAC Representatives will be available at the Corporate Office beginning December 1, 2015 through December 4, 2015 between 9 a.m. and 4 p.m. for staff who would like help enrolling. Computer stations will be set up for those who have limited or no access to a personal computer.

IMPORTANT INFORMATION REGARDING AFLAC:
Enrollment for AFLAC will not be available via Plansource so anyone who would like to add, drop, or make changes to their existing plans should arrange to come to the corporate office during 12/1/15 to 12/4/15 to speak with an AFLAC representative.

WHERE DO I START?
There are two forms that staff will need complete and turn in to H.R. as part of the enrollment process - the Benefits Enrollment Acknowledgement and the Subsidized Medical Plan Information forms. Download and read both forms before you begin enrolling. They can be found on the agency website on November 23, 2015. To find them, go to www.optionsforlearning.org, scroll to the bottom of the home page and click on Staff Resources, then on Employee Benefits. Carefully follow the instructions on the Enrollment Acknowledgement form. The Benefit Rate Sheet, which contains information regarding benefit costs, can also be found on our website and downloaded.

To begin enrolling, please refer to the enclosed Open Enrollment Guide. Follow the steps carefully and be sure to take your time.

(more important information on reverse side)
SPECIAL INSTRUCTIONS:

- Because we are moving to an online system for enrollments, we are treating our process this year as if everyone were signing up for benefits for the first time. When you login to begin, if you do not see your current benefit elections, or if they look incomplete, **DO NOT PANIC!** Simply begin to make your benefit elections as if you were enrolling for the first time. If you are unsure of your current benefits elections and need a point of reference, please refer to your most recent paycheck stub.

- **IMPORTANT! IMPORTANT! IMPORTANT!:** Even if you do not plan to make changes to your current benefit plans or you are not selecting any benefits this year **YOU MUST STILL GO ONLINE TO RESELECT or DECLINE YOUR PLANS!!** No Exceptions!

- An EMAIL address will be required for enrollment so that a confirmation of your elections can be sent to you. If you do not already have an email address established, be sure to create one before you begin enrolling.

REMINDERS:

- If you regularly work 30 hours a week or more, you are required to have medical insurance by either selecting one of our plans or obtaining coverage through another source. If you are covered through another source, you must show proof of your medical coverage. Please attach your proof to the Benefits Enrollment Acknowledgment form that will be submitted to H.R.

- **AFLAC Changes:** If you plan to add or make any changes for AFLAC, you must come to one of the Open Enrollment days at the corporate office.

- If you have any questions or concerns regarding your dependent care or 403(b) account, they can be discussed during collection meetings with an HR representative.

FOR EMPLOYEES WHO GO ON SUMMER RECESS...

When making your selections, keep in mind that we will begin deductions for benefit coverage during summer recess beginning pay period ending (PPE) January 31, 2016 and a new Authorization to Deduct Premiums will need to be completed before we begin deducting. Please download this form via the Options Website beginning 12/1/15 and submit it along with all other required enrollment forms.

FLEX CREDITS:

Flex credits have been increased to $434/month for full time employees. Part time employees will receive the pro-rated full time equivalent based on the number of regular hours worked as of November 16, 2015.

If you have questions regarding open enrollment, please contact Human Resources at (626) 967-7848 beginning the week of November 23, 2015.

Checklist:

- Enrolled Online
- Completed Benefits Enrollment Acknowledgment (while enrolling)
- Read & signed Subsidized Medical Plan Information form
- Read & signed Authorization to Deduct Premiums for summer (if applicable)
- Submitted all required documents to H.R.

Deadline to complete online enrollment is December 20, 2015