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Self-Insurance Committee Newsletter – January 2012

Medical Plan Open Enrollment

There will be an open enrollment period for the health insurance from January 9, 2012 – January 20, 2012. During this time, you can add yourself or any eligible family members, drop yourself or any family members, or change options.

The forms to make changes during the open enrollment period are located on the QPS website under Human Resources, Benefits, Medical Plan. Please use the “Enrollment Form” if you are a new enrollee to the insurance. Please use the “Change Form” if you are making changes to your existing insurance.

This open enrollment is for the health insurance only. There are separate open enrollment periods for vision, dental and flex. Please contact Teresa Kemp with questions.

Contract is Settled!

The Quincy Public Schools’ Medical Plan will have no changes to benefits or premiums. For health insurance, the current medical plan and premium structure will be in place as it is until September 30, 2013 for all employee groups.

Flexible Spending Plan

2011 Flex Plan Year– You have until February 29, 2012 to submit reimbursement requests for the 2011 calendar year. Requests for 2011 go directly to Horace Mann. If you have not received an explanation of benefits from medical services performed in 2011 that is needed to request reimbursement, please call Joyelle at NAA at 1-800-411-3650 ext. 148.

2012 Flex Plan Year –Reimbursement requests for 2012 now go directly to PayFlex. The claim forms will be available on the QPS website.

Please check your January paycheck closely to see that deductions were made correctly. If you find an error, please contact payroll immediately.

If you have any other questions about 2011 or 2012 flexible spending, please contact Colin Ash at 224-5755 or email him at Colin.Ash@horacemann.com.

Contact Information

<i>QPS Coordinator:</i>	<i>SIC Officers:</i>	<i>NAA:</i>	<i>QPS Website:</i>
Teresa Kemp	Chair – Gail Hermann	1-800-411-3650	www.qps.org
228-7158 #2244	Vice Chair –	Joyell Byrd – ext 148	“Human Resources”
kempte@qps.org	Secretary –	Cust. Serv. – x 400	“Benefits”