

Memorandum

Date: August 25, 2021
To: All Departmental Personnel Offices
From: Benefits Division
Re: 2022 Instructions for Completing Open Enrollment Forms

The following 2022 Instructions for Completing Open Enrollment Forms outline important information for departmental personnel offices regarding submission of Open Enrollment forms for a January 1, 2022, effective date. The programs covered in the 2022 Instructions for Completing Open Enrollment Forms are:

- Dental
- FlexElect
- Consolidated Benefits (CoBen)
- Vision
- Legal
- Long Term Disability (LTD)
- Supplemental Life Insurance

Please read the information carefully to better assist you in preparation for Open Enrollment. For questions regarding Open Enrollment, please contact BenefitInquiries@calhr.ca.gov.

Instructions for Departmental Personnel Offices to Complete Open Enrollment Forms

Please use the information below when completing Open Enrollment forms.

For departmental personnel office use only:

- Departmental personnel offices may submit Open Enrollment forms as they receive them from employees directly to the State Controller’s Office (SCO) for processing. Contact the [Statewide Customer Contact Center](#) at (916) 372-7200 with questions.

Dental

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
September 20, 2021	New enrollment	03	January 1, 2022
September 20, 2021	Add or delete dependents	15	January 1, 2022
September 20, 2021	Change of plan	28	January 1, 2022
September 20, 2021	Change of plan and add or delete dependents	*29	January 1, 2022
September 20, 2021	Voluntary	**41	January 1, 2022

* Permitting event code 29 may be used on one form only during Open Enrollment.

** Permitting event code 41 is used when canceling dental and enrolling into FlexElect or CoBen Cash Option. Staple and submit the dental cancellation form and FlexElect/CoBen Cash Option enrollment form as a package to SCO.

Current Form:

- [Dental Plan Enrollment Authorization – STD. 692](#) (redirect to Benefits Calculator)

FlexElect/CoBen

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2022

Note: FlexElect and CoBen Cash Option Open Enrollment forms do not require a permitting event date or permitting event code.

Current Forms:

- [Reimbursement Account Enrollment Authorization – STD. 701R](#)
- [Cash Option Enrollment Authorization – STD. 701C](#)
- [Consolidated Benefits \(CoBen\) Cash Enrollment Election – STD. 702](#)

Vision

Vision Service Plan (VSP) no longer requires forms to enroll or to make changes to the vision plan for Open Enrollment. Employees **must** enroll online at stateofcaemployee.vspforme.com or call (800) 400-4569 and speak with a member services representative.

Deadlines for Dental, FlexElect, CoBen and Vision

Last day for employees to sign and submit Open Enrollment forms to their departmental personnel office.	October 15, 2021
Last day for employees to enroll or make changes directly with VSP online or by phone.	October 15, 2021
Last day for SCO to receive all Open Enrollment forms from departmental personnel offices. Departmental personnel offices may reference SCO's Civil Service Benefits Open Enrollment Checklists for instructions on how to fill out forms.	November 1, 2021
Last day for SCO to receive Open Enrollment forms previously returned to departmental personnel offices for correction (in order to be reflected on the January 1, 2022 paycheck). Departmental personnel offices may reference SCO's Civil Service Benefits Open Enrollment Checklists for instructions on how to fill out forms.	November 24, 2021
Last day for SCO to receive reimbursement account and cash option Open Enrollment forms reflecting cancellation or changes (forms employees submit to their departmental personnel office by December 31, 2021, will have an effective retroactive date of January 1, 2022). Departmental personnel offices may reference SCO's Civil Service Benefits Open Enrollment Checklists for instructions on how to fill out forms.	January 3, 2022

Legal Services Insurance Plan

Deadlines for Excluded Employees to Enroll with ARAG Insurance

Last day for employees to sign and submit Open Enrollment forms to ARAG.	October 15, 2021
Last day for employees to enroll or make changes directly with ARAG Insurance online or by phone.	October 15, 2021
Last day for ARAG Insurance to receive all Open Enrollment forms from direct pay agencies and departmental personnel offices in order to be reflected on the January 1, 2022 pay warrant**	November 2, 2021

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2022

Note: No permitting event date or permitting event code is needed for legal insurance Open Enrollment forms. Employees must enroll, cancel, or make changes directly with ARAG Insurance Company online at ARAGlegal.com/socinfo or by calling toll-free (866) 762-0972, Monday-Friday, 5:00 a.m. to 5:00 p.m., Pacific Time.

Deadlines for Direct Pay Agencies (California Exposition and State Fairs, California Fairs Services Authority, Legislative Analyst’s Office*) and Permanent Intermittent (PI), Limited Term (LT), and Temporary Authorization (TAU) Employees

Last day for direct pay agencies,** PI, LT, and TAU** employees to sign and submit Open Enrollment forms to their departmental personnel office.	October 15, 2021
Last day for employees to enroll or make changes directly with ARAG Insurance online or by phone.	October 15, 2021
Last day for ARAG Insurance to receive all Open Enrollment forms from direct pay agencies and departmental personnel offices in order to be reflected on the January 1, 2022 pay warrant **	November 2, 2021

* Direct pay agencies do not process payroll through the SCO payroll system.

** For employees of direct pay agencies and employees designated PI, LT, TAU, they must complete an enrollment form and submit to their departmental personnel office via fax or mail enrollment forms to ARAG Insurance.

Note: Do not send enrollment forms to SCO. Employees should submit forms to ARAG. Instructions are provided on the forms.

Long Term Disability (LTD) for Excluded Employees Only

Deadlines for Excluded Employees to Enroll with Standard Insurance

Last day for excluded employees to enroll online.	October 15, 2021
Last day for excluded employees to email or mail paper enrollment forms to Standard Insurance.	October 15, 2021

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2022

Note: No permitting event date or permitting event code is needed for LTD Open Enrollment forms. Employees already enrolled, do not need to re-enroll. However, employees may change coverage or cancel.

Deadlines for Direct Pay Agencies: California Exposition and State Fairs and California Fairs Services Authority

Last day for employees of direct pay agencies* to sign and submit Open Enrollment forms to their departmental personnel office.	October 15, 2021
Last day for Standard Insurance to receive all Open Enrollment forms from direct pay agencies' departmental personnel office in order to be reflected on the January 1, 2022 pay warrant.**	November 2, 2021

* Direct pay agencies are not paid through the SCO payroll system.

** Employees of direct pay agencies must complete an LTD enrollment form and return it to their departmental personnel office. The departmental personnel office can email the LTD enrollment form to socltforms@standard.com or mail completed forms to Standard Insurance.

Note: Do not submit LTD enrollment forms to SCO. Employees should submit forms to Standard Insurance. Instructions are provided on the forms.

Deadline for Active Military Employees

Last day for active military employees to email or mail enrollment forms to Standard Insurance.	October 15, 2021
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Note: Do not submit LTD enrollment forms to SCO. Employees may enroll online at standard.com/mybenefits/california/index.html, email enrollment forms to socltforms@standard.com, or call Standard Insurance at (971) 321-8150, Monday through Friday, 5:00 a.m. - 5:00 p.m., Pacific Time.

Supplemental Life Insurance for Excluded Employees Only

Deadlines for Excluded Employees to Enroll with MetLife Insurance

Last day for excluded employees to enroll.	No deadline
Last day for excluded employees to email or mail paper enrollment forms to MetLife.	No deadline

Permitting Event Date	Permitting Event	Permitting Event Code	Effective Date
Leave Blank	Open Enrollment	Leave Blank	January 1, 2022

Note: No permitting event date or permitting event code is needed for supplemental life Open Enrollment forms. Employees already enrolled, do not need to re-enroll. However, employees may change coverage or cancel.

Eligible employees may purchase supplemental coverage for themselves as well as dependent coverage for their spouse, registered domestic partner and/or eligible children. Excluded employees may purchase supplemental coverage at any time.

- [CalHR Basic Group Life Insurance Webpage](#) – Learn more about eligibility, the amount of coverage, and how to apply for supplemental coverage.
- [MetLife webpage](#) – Learn about supplemental life insurance coverage for excluded employees, rates, and enroll on this webpage.

Note: Do not submit Supplemental enrollment forms to SCO. For enrollment information, employees must contact MetLife by telephone at (800) 252-8524, Monday through Friday, 8:00 a.m. to 4:30 p.m. Pacific Time, or by email at www.metlife.com/soc/