

## 2020 OPEN ENROLLMENT CHECKLIST

Your enrollment journey begins here. Consider the following for a smooth enrollment.

- ✓ Evaluate the plan offerings to determine which benefits best meet your needs.
- ✓ Prior to enrollment, verify provider(s) participation. Remember to always verify provider participation prior to scheduling an appointment or receiving services.
- ✓ At the time of enrollment, a Primary Care Physician (PCP) is required for the AvMed Medicare Choice HMO, AvMed Medicare Circle HMO and the Humana Zero Premium HMO plans (over age 65 or under age 65 and Medicare eligible).
- ✓ At the time of enrollment, a Primary Care Physician (PCP) is required for the SureFit plan (under age 65 or over age 65 and not Medicare eligible) and you must reside in the tri-county area
- ✓ If selecting the DeltaCare USA Dental DHMO plan, you must select a dental provider and indicate the facility number on the enclosed 2020 Open Enrollment Form, and you must live in the State of Florida.
- ✓ If selecting the UnitedHealthcare DHMO plan, you must live in the State of Florida.
- ✓ If selecting medical, dental, vision and/or HIC coverage for your family, you must submit dependent eligibility documentation for all covered dependents. Please use the appropriate dependent documentation form in the booklet to submit your documentation either in the enclosed return envelope, via fax at 305-995-1425 or by EFax at 877-432-2939. Additionally, a valid Social Security Number must be provided on the form.
- ✓ Make sure you've included your email address on your enrollment form, so that you can receive important information regarding your benefits.
- ✓ If you are continuing your participation in a School Board sponsored plan, complete the 2020 Open Enrollment and/or FRS forms enclosed in your enrollment package and return them by the enrollment deadline. Keep a copy of your enrollment form for your records.

**Open enrollment deadline is November 13, 2019!**

**If you do not re-enroll, your benefits will terminate December 31, 2019.**

**We encourage you to attend one of the Educational Retiree Benefits Fairs to learn about what's changing and to ask questions.**

**BRING YOUR ENROLLMENT PACKAGE TO THE BENEFITS FAIR!**

**For additional information about 2020 Benefits, including rates, visit [www.dadeschools.net](http://www.dadeschools.net), under Highlights, click on 2020 Retiree Benefits. Assistance with your enrollment in a Medicare plan will not be provided at the fairs.**