

SACHEM CENTRAL SCHOOL DISTRICT

Lake Ronkonkoma, NY 11779

TO: All Employees Eligible for Dental Coverage
FROM: Gail A. Grenzig
DATE: October 17, 2010
RE: OPEN ENROLLMENT FOR DENTAL COVERAGE

Please note that an open enrollment period for the District's dental insurance plans will take place through November 18, 2011.

Essentially, the open enrollment period is being provided to allow the eligible employees an opportunity to change their existing dental coverage for the upcoming year (January 1, 2012 - December 31, 2012). Please note that all employees who wish to remain in their current dental plan are **not required** to do anything at this time, as their existing coverage will be automatically carried forward into the new year.

In the event that an employee decides to request an adjustment in dental coverage, please review the following steps carefully.

1. Adjustment in Coverage from Self-Insured to Dentcare - Should an employee wish to change dental coverage from the Self-Insured Plan to Dentcare, then **only** a Dentcare enrollment form must be completed and returned to the Payroll Office. Please note that you must also select and **indicate on the form a dentist from the list of approved Dentcare dentists. Please confirm the dentist you select is accepting new patients as you can only use participating dentists.**
2. Adjustment in Coverage from Dentcare to Self-Insured - Should an employee wish to change dental coverage from Dentcare to the Reimbursement Plan, then **only** a contributory dental enrollment card and employee information form (only if you have other dental coverage) must be completed.

All forms can be obtained from the payroll office.

All requests for adjustments in dental coverage must be submitted to the Payroll Office on or before November 18, 2011. Once again, please be reminded that if you are **not** requesting an adjustment you do not have to do anything; your dental coverage will remain the same as it was during the 2010 calendar year.

Furthermore, the implementation of any adjustment in dental coverage will become **effective January 1, 2012**. Should you have any questions or require further information, please do not hesitate to contact Ms. Dawn MacVicar in the Payroll Office 471-1324 ext. 1325.

GAG/mh
Dental 2011