

**SACHEM CENTRAL SCHOOL DISTRICT**  
**Lake Ronkonkoma, NY 11779**

**MEMORANDUM**

**TO:** All Eligible Employees  
**FROM:** Gail A. Grenzig  
**DATE:** October 17, 2011  
**RE: HEALTH INSURANCE OPEN ENROLLMENT**

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Please be advised that the month of November has been designated as the open enrollment period for any eligible employee who wishes to enroll in the NYSHIP/Empire Plan or the existing HMO as provided by the district. Furthermore, this open enrollment period can be utilized by any eligible employee to adjust his/her type of coverage (single or family).

It is important to note that any adjustments to health coverage that are requested at this time can be implemented without having to satisfy any waiting period. All such adjustments will be effective as of January 1, 2012. Please note that health insurance is paid one month in advance. Deductions will begin on the first paycheck in December 2011 for health insurance that becomes effective on January 1, 2012. Arrears in deduction may be necessary depending on when application is received and when payroll is closed.

Currently, the law provides NYSHIP Empire Plan coverage and EXMM/Vision coverage up until age 26 for a qualified dependent. Dental coverage is provided up until age 19, or if a full time student, up to age 23 for qualified dependents.

Should you wish to enroll or adjust your existing coverage, please contact Ms. Christina Thomassen, 471-1324 ext. 1328 for the NYSHIP (Empire) Plan and Ms. Dawn MacVicar at 471-1324 ext. 1325 for the Health Choice HMO Plan to obtain the appropriate health enrollment forms, which must be completed and returned on or before November 18, 2011.