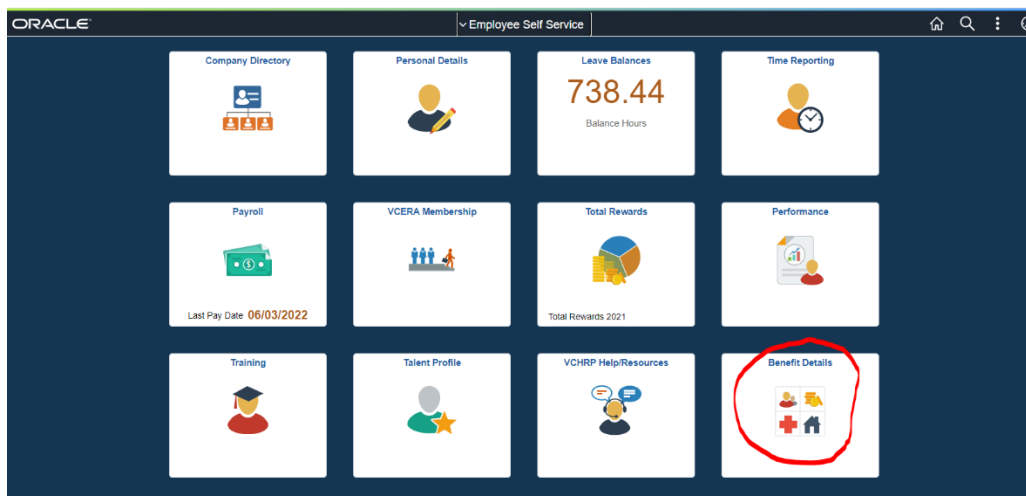


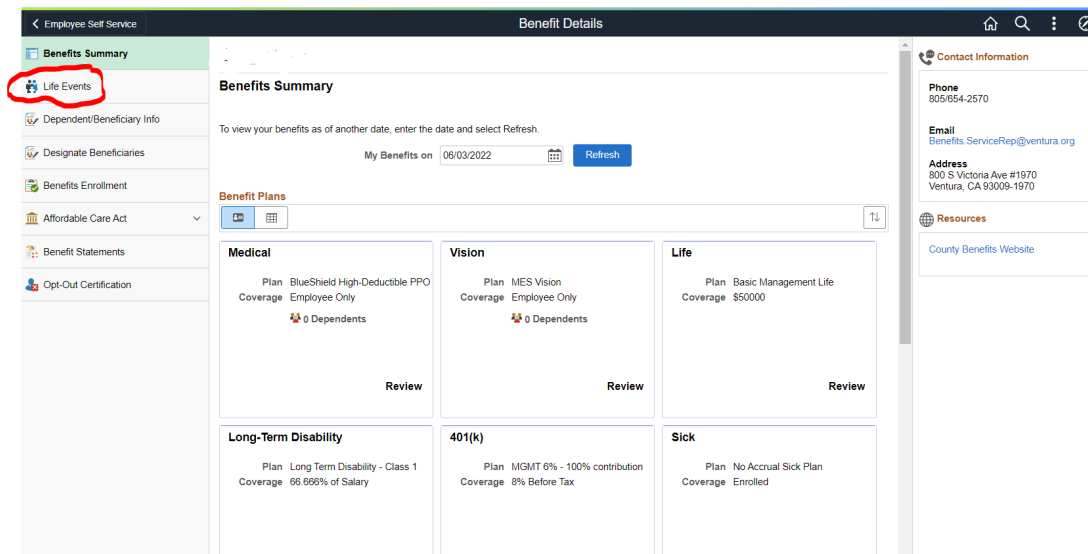
VCHRP LIFE EVENTS (Benefit Enrollments) USER GUIDE

To complete a New Hire/Rehire initial Benefits Enrollment or Mid-Year Change due to a qualifying life event online, complete the following steps (If you have any problems or cannot complete online, see your Departments HR Representative to complete a paper enrollment. Do not complete both a paper enrollment and online enrollment. This could cause delays and errors with your enrollment. Also, if you need to add a dependent and do not have documentation to enroll them, do not complete online enrollment. See your HR Department Rep to complete a paper enrollment and notify them of any issues with receiving the documentation required to add a dependent. Generally, documentation should be obtainable within the 31-day timeframe required for all New Hire/Rehire Enrollments and mid-year change life events.)

Log into VCHRP > Employee Self Service > Benefit Details (Tile)



Click on the Life Events tab:



The "Start Life Event" button is accessible after you elect an event and populate the date. Choose your enrollment event and add the correct event date (Verify on your hire paperwork or verify with your HR Rep if you are unsure of your official hire date. It is usually the first day of a pay period, which is a Sunday.)

Employee Self Service Benefit Details

Benefits Summary

Life Events

Dependent/Beneficiary Info

Designate Beneficiaries

Benefits Enrollment

Affordable Care Act

Benefit Statements

Opt-Out Certification

Life Events

These are some mid-year life events that you or your family members may experience. If you have recently experienced one of these events and would like to make changes to your benefits, you may do so as long as the change is consistent with the event.

Once you select the appropriate event below, please enter the **As Of** date in the box provided. For marriage, registered domestic partnership, and hire/rehire benefits enrollment, today's date will default into this field as your coverage can only be effective prospectively. For birth, adoption, and legal guardianship, please enter the date the dependent was acquired (i.e. date of birth or date of placement).

When you click **Start Life Event** below, the system will guide you through the process of changing your benefits online for the type of Life Event you select.

Please note: If you do not complete the process within 24 hours of clicking the "Start Life Event" button below, your life event will be deleted and you will need to start the process over. If you are adding dependents, please make sure you have all necessary documentation (such as marriage/birth certificates or a copy of the first page of your last tax return) ready to upload prior to starting this process.

For additional information about life events or the benefits available to you, please visit our Employee Benefits website:
<https://hr.ventura.org/benefits>

- Marriage
- Registered Domestic Partnership
- Birth
- Adoption
- Legal Guardianship
- Divorce
- Dissolution of Domestic Partnership
- Hire/Rehire Benefits Enrollment
- Health Savings Account

*As Of

Review the Welcome page and click "Next."

Exit Marriage

Welcome to the Marriage Event

Welcome to the Marriage Event

This is a good time to consider how having a new dependent may affect your benefits.

This guide will take you through all the steps necessary to ensure that your benefits information is updated to reflect this event in your life.

Cancel Next >

Carefully Read the "Acknowledgement" and check the box "I Agree", then click "Save", then click "Next."

Exit Marriage

Welcome to the Marriage Event

Welcome to the Marriage Event

This is a good time to consider how having a new dependent may affect your benefits.

This guide will take you through all the steps necessary to ensure that your benefits information is updated to reflect this event in your life.

Cancel Previous Next >

Acknowledgement

By checking "I Agree" below, I certify the information I provide will be complete and correct, and that all dependents I list meet the eligibility rules of the plan(s) in which I enroll them. I authorize County of Ventura HR/Benefits to perform any investigation necessary to verify eligibility for myself and/or my dependent(s). I understand that misstatements, material misrepresentations, or omissions may result in my coverage being void as of its effective date with no benefits payable. I also understand and agree that:

- I have access to a copy of the Flexible Benefits Program Benefit Plans Handbook (<https://hr.ventura.org/benefits>), and I have read descriptions of benefits plans in which I am enrolling.
- My coverage elections cannot be revoked or modified until the next open enrollment period, unless I have a qualifying change in status as defined by the IRS (see Benefit Plans Handbook, Chapter 1).
- I will verify that the enrollments and deductions I authorize during this enrollment period have been implemented by reviewing my paystub for accuracy during the first pay period my selections are effective. I agree that failure to report an error within 30 days of the error's first appearance on my benefit's paystub is an affirmative election of the benefits listed on the paystub.
- I will notify the County immediately if I and/or my dependents become ineligible. In the event ineligibility is determined, I understand and agree that coverage will be terminated retroactive to the date I became ineligible. I authorize the Auditor/Controller to adjust the amount of payroll deductions/reductions/credits (including retroactive adjustments) necessary to correct any premium over-payments or under-payments.
- My gross pay will be reduced by the amount of any required contributions noted for the coverage(s) elected after my flexible credits have been applied (flexible credit amounts are listed on page 3 of this form). My unused flexible credits will be taxed and added to my paycheck as "Cash Back."
- My enrolled dependents and I are bound by all the terms and conditions of the plans in which I am enrolling.
- The plan administrator and health care professionals/facilities/representatives are authorized to obtain and/or release medical information from/to appropriate providers/agencies if needed to provide necessary health care services and/or administrative services and/or claim adjudication for myself and my enrolled dependents.

My disagreement arises regarding coverage under a plan, the dispute or claim shall be submitted to the grievance and/or binding arbitration process as specified by the plan, and not by lawsuit or resort to court process, except as provided by California law.

I Agree

Document Upload:

Next, Add Dependent Documentation if adding dependents to plans (or adding a new dependent in the event of a mid-year change, such as marriage or birth).

Note: If you do not have the needed documentation, “cancel” the life event and immediately contact your HR Representative, as noted in the previous direction above, to complete a paper enrollment.

Note: For newborns, the “Verification of Life” letter provided by most hospitals at discharge is accepted in place of a newborn’s (only) birth certificate (It is not the unofficial birth certificate you sometimes receive as a memory in the packet). It is a typed document signed by the physician.

Note: For Domestic Partners, you will need to submit the Declaration of Domestic Partnership **and** the completed last page of the Domestic Partner Packet found on the correct plan year’s page of the County of Ventura’s Benefits page: <https://hr.ventura.org/benefits>. Upload the DP Declaration and the last page of the DP packet to enroll your dependent.

If your life event type does require documentation, you will upload by finding the file to upload from your computer by clicking the “Add Attachment” button, then “Save” to save it to the event. Then click “Next.”

The screenshot shows a web application window titled "Marriage". On the left, a sidebar lists steps: "Welcome to the Marriage Event" (Complete), "Acknowledgement" (Complete), "Document Upload" (In Progress), "Fluid Benefit Enrollment" (Not Started), and "Summary" (Visited). The main content area is titled "Document Definition - New Attachment". It includes an "Instructions" section with the text: "Click the 'Add Attachment' button below, upload the document(s), and click Save." Below this is a "Selection Criteria" table:

| Description | Attachment |
|----------------------|----------------------|
| Marriage Certificate | Marriage Certificate |

Below the table, there is a "Save" button and an "Add Attachment" button. Both buttons are circled in red. At the bottom left, there is a "Go" icon and the text "Life Events - Document Upload To".

Now you can start your enrollment. Click “Start Enrollment” and “Next.”

The screenshot shows the same "Marriage" web application window. The sidebar now shows "Fluid Benefit Enrollment" as "Visited". The main content area is titled "Fluid Benefit Enrollment". It contains a message: "Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed. Select the 'Start My Enrollment' pushbutton to begin your benefit enrollment." Below the message is a "Start My Enrollment" button.

Fluid Benefit enrollment Page: On this page, make election enrollments or changes for each eligible benefit type. As a reminder, it is a County policy that all regular status employees must enroll in a medical plan option. If you fail to submit a paper or online medical election within 31 days, including your hire date, you will be defaulted into the lowest cost HMO plan available to you at employee-only coverage, with an effective date of the first day of the pay period that includes your 60th day of employment. The 31-day deadline applies.

Note: You can access each plan type by clicking on each tile. You can change the view from tiles to line items by clicking the two icon images under Benefit Plans. Once you have completed your enrollment elections, **YOU MUST click the blue “Submit Enrollment”** button. If you don’t, your enrollment will NOT be submitted and will not be processed. If you fail to submit your enrollment via the “Submit Enrollment” button, it is the same as if you did not submit your enrollment within the deadline and would still be defaulted if you didn’t return and submit it before the deadline. Once you click the “Submit Enrollment” button, you can view an “Election Preview” statement and print or save it for your records.

*****Note: If enrolling dependents in plans, see the additional Enrolling Dependents step below***.**

The screenshot displays the 'Fluid Benefit Enrollment' interface. On the left, a navigation sidebar includes 'Welcome to the Marriage Event', 'Acknowledgement', 'Document Upload', 'Fluid Benefit Enrollment', and 'Summary'. The main content area is titled 'Fluid Benefit Enrollment' and includes an 'Enrollment Summary' section with the following data:

| | | | |
|----------------------|----------------|-----------------|-----------|
| Your Pay Period Cost | \$64.75 | Full Cost | \$561.75 |
| Status | Pending Review | General Credits | \$0.00 |
| Excess Credit | 0.00 | Plan Credits | \$-497.00 |

A 'Submit Enrollment' button is highlighted with a red circle. Below this is the 'Benefit Plans' section, also highlighted with a red circle, which contains several plan categories:

- Medical:** Current: BlueShield High-Deductible PPO; New: BlueShield High-Deductible PPO; Status: Pending Review; Dependents: 0. Pay Period Cost: \$-37.28.
- Vision:** Current: MES Vision; New: MES Vision; Status: Pending Review; Dependents: 0. Pay Period Cost: \$2.03.
- Flex Spending Health Care:** Current: Waive; New: Waive; Status: Pending Review. Pay Period Cost: \$0.00.
- Flex Spending Dependent Care:** Current: Waive; New: Waive; Status: Not Available.
- Health Savings Account:** Current: HealthEquity HSA; New: HealthEquity HSA \$2,400; Status: Pending Review.
- Flex Spending Limited Purpose:** Current: Waive; New: Waive; Status: Pending Review.

On the right side, there is a 'Contact Information' panel with details for phone, email, and address, and a 'Resources' section with a link to the 'County Benefits Website'.

Elections Preview Statement: A box will appear once you click the “Submit Enrollment” button. Click “View” to see your “Preview Statement” right away. Seeing the box to view the preview statement indicates you have successfully submitted your enrollment. Once you click “View,” you will see your Preview Statement. Review and save a copy for your records. If you review and find you made an error, make the corrections on the plan/dependent you made the error or change and click the “Submit Enrollment” button again to save your corrections. You will see a new pop-up box where you can click “view” to see your latest Preview Election Statement. Once you’ve verified your enrollments are correct, save the Preview Statement, click “Next” on the Fluid Benefits Enrollment page.

County of Ventura
MGMT M4 Employees



COUNTY of VENTURA
County Executive Office
Human Resources/Benefits

ELECTIONS PREVIEW
EVENT MAINTENANCE MGT
Event Date: 06/03/2022

Employee ID: [REDACTED]



This election preview records your benefit selections, costs, and dependent information for this event. If no additional changes are made before this event closes, these elections will be finalized (after County Benefits has confirmed eligibility for plan and/or dependent changes). For plan information, please visit the County Benefits website (<https://hr.ventura.org/benefits>). You may also contact County Benefits at Benefits.ServiceRep@ventura.org or (805) 654-2570. Please keep a copy of this form for your records.

PERSONAL INFORMATION

Home Address [REDACTED], Ventura, CA 93004
Mailing Address [REDACTED], Ventura, CA 93004
Email Address [REDACTED]
Birthdate [REDACTED]

BIWEEKLY COST SUMMARY

AMOUNT

| | |
|-------------------------------------|-----------|
| Total Pay Period Deduction from Pay | \$ 235.41 |
| Total Pay Period Cost | \$ 857.41 |
| Total Pay Period Credit | \$ 622.00 |
| Credit Rollover to | Cash |

ELECTION SUMMARY

| Benefit | Coverage | Annual Pledge | Your Biweekly Cost |
|--------------------------------|-------------|---------------|--------------------|
| BlueShield High-Deductible PPO | EE + 1 | | \$ 133.38 |
| Dental | No Coverage | | |
| MES Vision | EE Only | | \$ 2.03 |
| Flex Spending Health Care | | | |
| Flex Spending Dependent Care | | | |
| HealthEquity HSA | | \$ 2,400.00 | \$ 100.00 |
| Flex Spending Limited Purpose | | | |

DEPENDENTS

| Name | Date of Birth | Relationship |
|------------|---------------|--------------|
| [REDACTED] | [REDACTED] | Spouse |

DEPENDENT ENROLLMENTS

| Benefit Option | Dependent |
|--------------------------------|---------------|
| BlueShield High-Deductible PPO | Patrick Coray |

Then click "Complete" on the "Summary" page. This will end your enrollment event.

The screenshot shows a web interface for a 'Marriage' enrollment event. On the left, a sidebar lists steps: 'Welcome to the Marriage Event', 'Acknowledgement', 'Document Upload', and 'Fluid Benefit Enrollment', with 'Summary' selected. The main area displays a 'Summary' section with a 'Complete' button circled in red. Below this is a table of steps.

| Step | Status | Date Completed | Required | Go to Step |
|-------------------------------|----------|----------------|----------|------------|
| Welcome to the Marriage Event | Complete | 06/03/2022 | Yes | Go to Step |
| Acknowledgement | Complete | 06/03/2022 | Yes | Go to Step |
| Document Upload | Complete | 06/03/2022 | Yes | Go to Step |
| Fluid Benefit Enrollment | Complete | 06/03/2022 | No | Go to Step |

****Enrolling Dependents****

If you need to enroll or add dependents, you must follow these steps in each benefit plan you wish to enroll them.

Once you access a plan type (medical, dental, vision) tile on the Fluid Benefits Enrollment page, plan options available for you to enroll. If you already have eligible dependents in VCHRP, you will see their names in the dependent section. If you need to add a new dependent, you will need to click the Add/Update Dependent button. Complete their information, including their name, relationship to you, DOB, SSN, etc. Do this for all dependents you need to enroll in plans. Once you've added any dependent information, you need to decide which dependents you are enrolling in each of your plans. If you want to enroll dependents in a plan type (medical, dental, vision), you will need to make sure the box next to their name in that plan type is checked. The same is true if you don't want a dependent enrolled in a plan type; you would need to make sure the box next to their name is not checked. Once you've made any changes/enrollments needed in one plan type, click the "Done" button. You would repeat this for all plan types you want them enrolled in. For example, just because you enroll a dependent in medical doesn't mean you've enrolled them in your vision plan. For Clarification you add dependents in your Fluid Enrollment Step. They should be added before you complete your enrollment elections and click the "Submit Enrollment" button.

The screenshot shows the 'Medical' enrollment page. It includes a 'Dependents' section with a table of existing dependents and an 'Add/Update Dependent' button circled in red. Below this is a table of plan options.

| Plan Name | Before Tax Cost | After Tax Cost | Before Tax Credit | After Tax Credit | Pay Period Cost |
|--------------------------------|-----------------|----------------|-------------------|------------------|-----------------|
| BlueShield High-Deductible PPO | \$459.72 | | \$497.00 | | \$-37.28 |