**Open Enrollment Materials Checklist**

* VEHI Health Benefit Guide
* Evergreen/Auto Enrollment Notice (if taking this approach)
* BCBSVT/VEHI Enrollment Form
* SBC and HRA Wrap
	1. HRA Wrap update needed? Did the HRA change?
	2. VEHI website has information on distribution requirements
* Local Cost Sharing per EE Group
	1. Premium share for each health plan from January-June and July-December (new rates and possibly new CBA terms).
	2. HRA/HSA each health plan – including any change for July-December if CBA indicates new terms
* CIL forms, including Waiver Certification and Declaration of Coverage form HC-2
* FSA Election Forms
* Dependent Care Election Forms
* Link to federal IRS limits for FSA, Dependent Care and HSA – reminder – these limits are all on a calendar year basis.
* Accumulator Credit Memo when Open Enrollment is effective other than January 1, calendar year
* HSA Eligibility Certification if electing HSA
* Other benefits
	1. Dental
	2. LTD
	3. Wellness

*Each employer is responsible for ensuring their Open Enrollment process and materials comply with local documents, policies, actual employee benefit, as well as state and federal laws.*