



CITY OF NORWALK  
Human Resources

## City of Norwalk Annual Healthcare Open Enrollment Announcement

**ANNUAL OPEN ENROLLMENT FOR HEALTHCARE BENEFITS ONLY**  
**MONDAY, MAY 22, 2023 THROUGH FRIDAY JUNE 9, 2023**

Annual enrollment is about evaluating your options to make the best choices for you and your family.

**IMPORTANT: THIS WILL BE A "PASSIVE" ENROLLMENT.** A **PASSIVE** enrollment does **not require** you to reenroll in benefits if you do not wish to make any changes. Your current elections will carry over to the 2023 - 2024 benefit plan year. This is the time to take the opportunity for you to review your plans, which dependents are covered, and ensure that you have the healthcare benefits you and your family need. Please make a note of the open enrollment period.

### WHAT DO I NEED TO DO?

**CURRENT BENEFITS:** You can view your recent benefit elections through Employee Self-Service (ESS). If you do not remember your ESS password or are locked out, please do not hesitate to contact the Human Resources Office.

**You will not be allowed to make any changes after Open Enrollment ends unless you have a qualifying life event. Your elections are effective 7/1/2023.**

#### Important Reminders:

**Deductibles** – Your annual deductible begins effective July 1, 2023

**Health Enhancement Program (HEP)** – your wellness exams **must** be completed according to your age and/or gender category.

**Divorce** – it is your responsibility to notify this office of a divorce. You will be responsible for health care expenses incurred by your former spouse should you neglect to do so.

**Dependent Children** – covered dependent children may remain on your healthcare plan until the end of the calendar year in which they reach age twenty six (26).

**Newborn Children** – it is your responsibility to notify this office regarding the addition of a newborn child to your healthcare plan. A copy of the child's birth certificate and social security card must be provided to this office within thirty (30) days of the date of birth.

**Marriage** – to add a new spouse to your healthcare plan, a copy of your marriage license and your spouse's social security card must be provided to this office within thirty (30) days of your marriage.