



New Hire Benefit Enrollment Information

Welcome to the Fort Bend ISD Family. Benefit Coordinators are here to assist with any questions or concerns you may have about the Employee Benefits and Wellness Program. Your Benefits Coordinator will help guide you through the benefit enrollment process and help make your benefit transition process as simple as possible.

Selecting the RIGHT Benefit Plan for You and Your Family

Fort Bend ISD offers eligible employees 3 different medical plan options to choose from. These plans are administered by the insurance carrier, UnitedHealthcare. All of these plans provide in-network coverage ONLY. Therefore, you must select a provider that is in the UnitedHealthcare network. Otherwise, you will be responsible for ALL charges associated with that out of network claim. For more detailed information of the differences in the plans and premiums, please review the [2024 Medical Plan and Premium Comparison](#). All medical plans include a prescription drug benefit administered by CVS Caremark. All specialty medications require dispensing through Caremark. Please review the [2024 Prescription Drug Plan Summary](#) for more information about this program. All other benefit information (dental, vision, life/ad&d, disability, etc.) can be found by accessing the [2024 Benefits Guide](#).

As a notice for the voluntary life/ad&d, **employees electing more than the guaranteed issue amount of \$250,000 for themselves and more than \$30,000 for spouse must submit the [Evidence of Insurability Form \(EOI\)](#) directly to Guardian within 30 days. Also, all elections must be in \$10,000 increments (dependent enrollment allowed only if employee enrolls).**

Note: All premiums amounts are assessed on a per paycheck basis. If your EOI is denied or you fail to submit an EOI for review, benefits will be terminated and premiums will be adjusted appropriately.

Dependent Documentation Requirement

To enroll your dependents in the benefit plans, you must submit proof of eligibility documents within 14 days of your benefits effective date. Please visit <https://verify.mydependents.com/FortBendISD> and register using a valid email address. A list of acceptable documents can be found on page 10 of the [2024 Benefits Guide](#). You should NOT submit original documents or certified copies (which would have a raised seal). Make sure the official seal is visible on all copies. Original documents cannot be returned.

New Hire Benefits Enrollment Process

Log in to *My Self-Serve* to enroll in benefits. (Enrollment for all benefits with the exception of [403B and 457ESP Retirement Plans](#) are completed through *My Self-Serve*. (Click here for [New Hire Benefits Enrollment Job Aid](#).

Key Reminders

- Please complete your New Hire Online Benefits Enrollment within 30 days of your start date.
 - Failure to do so will result in ineligibility to enroll yourself and your dependent(s) in any of the benefit plans until open enrollment for the 2025 benefit plan year, unless you experience a qualifying event. Refer to page 9 of the [2024 Benefits Guide](#).
 - Benefits will be effective on the first of the following month after your employment start date.
 - Your first benefits deductions come out of your paycheck two weeks after your benefits effective date. (For example: If your benefits are effective 3/1/2024 and you complete online enrollment prior to the 15th of the month's payroll confirm date ([Payroll End Date Schedule](#)), your first benefit deductions are on your 3/15/2024 paycheck.)
 - **If you do not plan to enroll in benefits** with Fort Bend ISD at this time, we still ask that you complete the enrollment process and indicate you will “waive” benefits and select a reason. **Also, you will still need to enter beneficiary information for your District paid life and ad&d benefits.**
 - Please allow 15-20 business days after your benefit effective date to receive your medical ID card. If you have not received your insurance card in this timeframe, please contact UnitedHealthcare and/or download a temporary ID card by registering at www.myuhc.com.
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