



## New Hire Benefit Enrollment Information

Welcome to the Fort Bend ISD Family. Benefits 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 5 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 [2023 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 [Prescription Drug Plan](#) for more information about this program. All other benefit information (dental, vision, life/ad&d, disability, etc.) can be found by accessing the [2023 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

If you are enrolling dependents in your benefit plan, you must submit your proof of eligibility within 14 days of your effective date for your enrollment to be completed. A list of the acceptable documents can be found on page 8 of the [2023 Benefit Guide](#). Make sure the official seal is clear and visible. You should NOT submit an original document or a certified copy (which has a raised seal). Scan your original document and submit it to the Benefits Department. **All dependent documentation should be emailed to [Benefitsdependentdocuments@fortbendisd.com](mailto:Benefitsdependentdocuments@fortbendisd.com). Please include the “subject” line of your email (Employee Last Name, First Name, Employee ID#) when you send your dependent documents.** This will help us easily identify your documents when submitted.

### 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 2023 benefit plan year unless you experience a qualifying event. Refer to page 7 of the [2023 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 9/1/2023 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 9/15/2023 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](http://www.myuhc.com).  
[Annual Disclosure Notice](#)