

## Benefits Enrollment Deadlines

Below is a summary of the deadlines for making your initial coverage elections. Once these enrollment windows have passed, you may not make changes to your elections until the next open enrollment period, or upon certain qualifying events. For some benefits, such as life insurance and long term disability, you may be required to submit evidence of medical insurability before your coverage can be approved. If you are a General County Employee (i.e., not covered under the Police or Uniformed retirement system) your retirement plan election is binding for the remainder of your career.

Click [here](#) to review Employee Benefits Deadline Dates.

Benefit Plan	Enrollment Deadline	Coverage/Participation Effective Date	Forms/Documentation Required
Employees' Retirement System - Plan A (contribution of 4% of salary) or - Plan B (contribution of 5 1/3% of salary)	30 calendar days	Immediately	- Retirement election card/beneficiary designation - Retirement Data Cards are available from the Retirement Administration Agency by calling 703-279-8200 or 800-333-1633. - Original cards must be returned to the Retirement Administration Agency, faxes or copies of the form may not be used.
Health and Vision Insurance  Dental Insurance	60 calendar days	1 <sup>st</sup> day of the month following on-line enrollment or <u>receipt</u> of enrollment forms.	- Enroll online: <a href="http://www.fairfaxcountybenefits.beneologic.com">www.fairfaxcountybenefits.beneologic.com</a> or complete and submit the "Fairfax County Health, Dental and Flexible Spending Account Enrollment/Change Form".  - If you are enrolling your spouse and/or eligible dependent children, you must submit a copy of your marriage license and/or children's birth certificates, adoption decree or proof of legal custody or legal guardianship. If your child is over age 19, you must also submit the Student Certification Form to verify full-time student status.
Flexible Spending Accounts -- Dependent Care Assistance Plan -- Medical Spending Account	60 calendar days	1 <sup>st</sup> day of the month following on-line enrollment or <u>receipt</u> of enrollment forms.	- Enroll online: <a href="http://www.fairfaxcountybenefits.beneologic.com">www.fairfaxcountybenefits.beneologic.com</a> or complete and submit the Fairfax County Government Health, Dental and Flexible Spending Account Enrollment/Change Form.
Long Term Disability	60 calendar days for guaranteed issue coverage	1 <sup>st</sup> day of the month following on-line enrollment or <u>receipt</u> of enrollment forms.	- Enroll online: <a href="http://www.fairfaxcountybenefits.beneologic.com">www.fairfaxcountybenefits.beneologic.com</a> or complete and submit the Long Term Disability Enrollment Form.
Group Term Life Insurance	60 calendar days for guaranteed issue coverage	Basic coverage is effective on the date of employment into a benefits eligible position.  Optional coverage is effective on the 1 <sup>st</sup> day of the month following on-	Complete and submit the "Group Term Life Enrollment Form".  - All benefit eligible employees must complete and return the Beneficiary Election Form.  - If you are requesting 3x or 4x salary in

		line enrollment or receipt of enrollment forms.	optional coverage, you must complete an Evidence of Insurability request Form and submit to Minnesota Life.
Long Term Care	<b>60</b> calendar days for guaranteed issue coverage	1 <sup>st</sup> day of the month following Aetna's receipt of completed application form.	- Enroll online at <a href="http://www.aetna.com">www.aetna.com</a> .
Deferred Compensation	Any time	1 <sup>st</sup> available pay period of the month following receipt of enrollment form.	- Deferred Compensation Enrollment Form.

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