



Pittsfield Public Schools

Administration Center

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Superintendent

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Assistant Superintendent

Business and Finance

Sally P.W. Douglas

TO: All Pittsfield Public Schools Active Employees
FROM: Sally P.W. Douglas, Assistant Superintendent, Business and Finance
RE: Group Health Insurance
DATE: March 18, 2011

Open enrollment for the City of Pittsfield's Health Insurance Plans that are being offered through the Group Insurance Commission will be held beginning April 08, 2011 through May 09, 2011.

All current subscribers do not have to do anything, unless you are planning on changing insurance carriers. If you do plan on making a change in health plans you must make this change during open enrollment. Any employee who currently does not have coverage and would like to enroll must do so during open enrollment in order to have coverage effective July 1, 2011.

For your convenience, during the week of April 4th we will be sending the GIC's Benefit Decision Guide and a rate sheet to each employee who currently is enrolled in a GIC plan. If you are insuring a child over age 19 you will need to complete a student/dependent certification form. At this time, all forms are available at the Mercer Central Office Building, 269 First Street, Benefits Office, Room 101, and also on the Pittsfield Public Schools website (www.pittsfield.net).

When you have completed your application you may either mail or hand deliver it by **May 06, 2011** to Pamela Delmolino, Benefits Clerk in our payroll office, and Monday through Friday between **7:00am - 4:00pm**.

If you are not currently enrolled in either the Guardian Dental Plan or the Flexible Spending Plan and you would like to enroll, you must do this during the open enrollment. These forms are available in the Benefits Office, and you must enroll for these plans with our Benefits Clerk, Pamela Delmolino. This includes adding or removing someone from your Plan. If you need information on the Flexible Spending Plan please call Cafeteria Plan Advisors at 1-800-544-2340.

On the reverse side of this memo you will find a listing of required documents that must accompany your GIC application if you are a new enrollee, or adding someone to your current plan that has not been on it before. Current members do not have to provide this information again. YOUR FAILURE TO PROVIDE THIS DOCUMENTATION WITH YOUR APPLICATION WILL CAUSE THE GIC TO REJECT YOUR APPLICATION.

If you have any questions, please call Pamela Delmolino in our Payroll Office, Mercer Central Office Building 269 First Street, at 413-499-9506.

PLEASE SEE REVERSE SIDE FOR LIST OF REQUIRED DOCUMENTS