

Instructions for 2020 Benefit Elections

All forms must be completed and turned in by Friday, November 15, 2019 by 5 PM.

If you do NOT want to make any changes for 2020 and you do NOT want to enroll in an FSA, you do not need to do anything - your current benefits elections will remain the same for 2020.

How to review your new Open Enrollment Information:

- 1 - Review Personal Benefits Statement email - this details your current 2019 benefits.
- 2 - Read 2020 Open Enrollment Guide for Employees.
- 3 - Benefit Elections -complete through on-line wizard.
- 4 - If adding a new dependent (Spouse or Child), provide legal documentation to HR prior to enrolling.
- 5 - FSA form - this is only to be completed if you choose to participate for 2020.

You must provide the following supporting documentation to Human Resources, PRIOR to enrolling:

To Add Spouse:

- Birth Certificate, driver's license or passport
- Social security card
- Marriage license

To Add Dependent:

- Birth Certificate
- Social security card
- Legal documentation for adoption, fostering, or court appointed guardianship
- Stepchildren: marriage license, birth certificate and social security card

You must complete the FSA form if you want to enroll or re-enroll in a FSA (this must be done every year).

If you plan to opt out of Lee County medical coverage, you must provide written proof of your other coverage. The proof must show your name (or have your name listed as the dependent). To opt out, you must provide this information during the Open Enrollment window, November 4, 2019 to November 15, 2019.

Open Enrollment forms must be received in Human Resources by Friday, November 15th by 5 PM. Your options for submitting your 2020 Benefit Election Supplemental forms include:

- In person: Lee County Human Resources, 1825 Hendry Street
- Suite 200, Fort Myers, FL 33901
- Mail to: Lee County Human Resources, 1825 Hendry Street
Suite 200, Fort Myers, FL 33901
- Interoffice mail to BoCC Human Resources
- Email: Benefits@leegov.com

Be sure to complete all forms completely and provide all supporting documentation needed. Provide a contact phone number in case we have questions about your elections.

Due by Friday, November 15, 2019 by 5PM