



Instructions for 2023 Benefit Elections

All forms must be completed and turned in by Friday, December 9, 2022, by 5 PM.

If you do NOT want to make any changes for 2023 and **you are NOT enrolling or re-enrolling in an FSA****, you do not need to do anything - your current benefits elections will remain the same for 2023.

How to review your new Open Enrollment Information:

- 1 - Review Personal Benefits Statement email, this details your current 2022 benefits.
- 2 - Read 2023 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.**

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

****If you want to continue your FSA you must re-enroll via the OE Wizard (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, December 1, 2022, to December 9, 2022.

Open Enrollment documentation must be received in Human Resources by Friday, December 9, 2022, by 5 PM. Your options for submitting your 2022 Benefit documentation 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:** BoCC Human Resources Benefits
- **Fax:** 239-485-2052
- **Email:** Benefits@leegov.com

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

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