



ANNUAL OPEN ENROLLMENT NOTICE

Open Enrollment for Health Benefits Plan Year 2021 begins Monday, November 9, 2020 and ends Friday, December 11, 2020. The Hopi Tribe opts to initiate the Automatic Open Enrollment process.

What does this mean?

- Coverage from the Health Benefit Plan Year 2020 will automatically roll over into the Health Benefit Plan Year 2021. Unless you choose to change your current coverage.
- Each employee will receive a letter from Summit Administration Services beginning the week of November 9, 2020, with specific information that details their coverage and dependent coverages for the current Plan Year 2020.
- Employees must select one of two options listed below. It is important to read and follow the directions regarding the option you fall under.

OPTION 1:

Employee chooses to keep the same health insurance coverages for 2021 year.

Review, sign and date the letter and return to the Office of Human Resources by **December 11, 2020** via email, fax or USPS mail.

You do not need to provide any additional documentation other than the letter(s) with your signature.

OPTION 2:

Employee chooses to change, add or remove health insurance coverages for the 2021 year.

1. Review, complete, sign and date both:
 - a. Enrollment/ Change Form
 - b. Health and Pre-Tax Form
2. Submit Dependent/Spouse copies of supporting documents which include:
 - a. Birth Certificate, Social Security Card, Legal Guardianship documents, marriage/divorce documents, etc. These documents are required to make the changes.
3. Return the signed forms and supporting documents to the Office of Human Resources by **December 11, 2020** via email, fax or USPS mail.

EMAIL will only be received at these addresses:

HumanResources@hopi.nsn.us

ARussell@hopi.nsn.us

AHatathlie@hopi.nsn.us

FAX (928) 734-6611

MAIL PO Box 123 Kykotsmovi, AZ 86039

Be advised this is the only time you can make changes for the 2021 Health Benefit Plan year, other than for specific Life Events as outlined by the Health Plan Guidelines.

The Benefit Enrollment Forms and Employee Benefits Guide are available via the following links:

<https://www.hopi-nsn.gov/tribal-services/human-resources/human-resources-forms>

<\\KTOWN-1\Shared\Tribal Programs Shared Forms\Office of Human Resources Open Enrollment>

To comply with Executive Order 01-2020 as well as CDC Guidelines, we ask that you call the Office of Human Resources at 734-3212 with any questions and/or utilize USPS mail, email or fax to return the documents. Email submissions will only be accepted at the above listed email addresses.

All, Directors, Managers, Supervisors, please disseminate this important information to all employees who do not have access to email or printing services.