



## 2021 ANNUAL OPEN ENROLLMENT NOTICE

Open Enrollment for Health Benefits Plan Year 2022 begins Monday, November 22, 2021 and ends Friday, December 10, 2021. The Hopi Tribe opts to initiate the Automatic Open Enrollment process.

Be advised this is the only time you can make changes for the 2022 Health Benefit Plan year, other than for specific life events as outlined by the Health Plan guidelines.

### What does this mean?

- Coverage from the Health Benefit Plan Year 2021 will automatically roll over into the Health Benefit Plan Year 2022. Unless you choose to change your current coverage.
- Each employee will receive a letter from Summit Administration Services beginning the week of November 22, 2021, with specific information that details their coverage and dependent coverages for the current Plan Year 2021.
- 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 the 2022 plan year.**

1. Review, sign and date the letter and return to the Office of Human Resources by **Friday, December 10, 2021 at 5pm** via email, USPS mail to PO Box 123, Kykotsmovi, AZ 86039, or in person.

EMAIL will only be received at these email addresses:

[HumanResources@hopi.nsn.us](mailto:HumanResources@hopi.nsn.us)

[AlRussell@hopi.nsn.us](mailto:AlRussell@hopi.nsn.us)

2. 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 2022 plan 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 **Friday, December 10, 2021 at 5pm** via email, USPS mail to PO Box 123, Kykotsmovi, AZ 86039, or in person.

EMAIL will only be received at these email addresses:

[HumanResources@hopi.nsn.us](mailto:HumanResources@hopi.nsn.us)

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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](#)

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