

To: Dearborn Federation of Teachers Unit Member

From: Jane Mazza, DFT Union President

Re: New Hire Medical, Dental and Vision Health Benefit Coverage

Congratulations and welcome to the Dearborn Public Schools family. We're sure you will have many questions as you begin your employment with our District. I would like to make each step as easy as possible. Below you will find a step-by-step process of how and when you will be notified to enroll in your medical, dental and vision program.

Let's get started!

**Step 1** – The District notifies Dearborn Schools Employee Healthcare Plan (DSEHP) that a new employee has been hired by the district. This takes between 5-7 business days. **Please keep in mind that coverage is effective, if you have completed enrollment on the first of the month following 27 days of employment.** So, if you were hired on August 25<sup>th</sup>, coverage is effective on October 1<sup>st</sup>.

**Step 2** – The DSEHP will send you an invite to your district email address to enroll in benefits, no sooner than 30 days before your effective date. The email will come from **plansource.com** which handles the healthcare enrollment and eligibility process.

**Step 3** – This invite will include the New Hire enrollment links. In turn, you will be able to see the plans available to you, and how to enroll.

**Step 4** – Enroll – There are two methods in which you can choose to enroll:

Website – [www.plansource.com](http://www.plansource.com)

Call Center – 888-222-4309

**Step 5** – Review the confirmation sheet carefully; it will show what you have enrolled in.

**Remember to check each line of coverage.** For example, under medical make sure you and any dependents are covered. Also check dental and vision and make sure you and any dependents are covered as well. Remember that documentation will be required for any dependents that you have added for coverage. **All documentation must be supplied within 30 days or dependents will be dropped from coverage.**

**Note: Remember you are responsible for the enrollment of your benefits on a timely basis. If you do not enroll within 30 days of notification you will not be eligible to enroll until the next open enrollment period unless you have a federally acceptable change of family status. Open enrollment for Dearborn Public Schools is May of each year with a July 1 effective date.**

Thanks, and welcome to DPS and DFT

Jane