



September 10, 2008

All Benefit Eligible Employees:

To enhance benefits accessibility and provide improved customer service to employees, Human Resources will begin collecting dependent information as a part of enrollment into the CSU Vision Plan (VSP). Collecting this information will ensure that dependents are covered by our vision provider. This will have no effect on our current vision plan coverage.

During the open enrollment period, September 15-October 24th, employees will have the opportunity to inform us of their dependents for Vision Plan enrollment. If we do not receive any information, vision plan dependents will default to reflect dependents currently enrolled in your dental plan. **There is no need to respond to this letter if the dependents enrolled in your dental plan will be identical to those enrolled in your vision plan.** However, if the dependents you wish to enroll in your vision plan differ from those on your dental plan, you will need to complete the attached form.

In the future, employees will also have the opportunity to update dependent information during any annual open enrollment period, or within 60 days of a qualifying family status event.

Please complete the attached form by providing the names of any additional *eligible* dependents that do not appear on your dental plan. If you need further assistance, please email Kristina Barnum at kb44@humboldt.edu.

Sincerely,

Human Resources

FREQUENTLY ASKED QUESTIONS:

- 1. Are there any changes occurring to our current vision plan as a result of this modification?** *No. This is simply a way for Human Resources to keep a record of your vision plan dependents, which will decrease confusion during visits to the eye doctor.*
- 2. Do I need to turn in the form if my dental plan dependents and vision plan dependents will be the same?** *No. We will automatically enroll all dependents for your dental plan into your vision plan.*
- 3. What do I need to do if I want to enroll dependents that are not enrolled in my dental plan?** *Please fill out and turn in the attached form as soon as possible. Human Resources will update your information upon receipt. This form must be returned during the open enrollment period of September 15-October 24, otherwise your dependents will default to match those currently enrolled on your dental plan.*
- 4. What if I am not currently enrolled in a dental plan through HSU?** *If you are not currently enrolled in a dental plan, your vision coverage will default to employee only unless the attached form is completed and returned to Human Resources.*

