



Angela D. Alsobrooks
County Executive

Prince George's County Government
Office of Human Resources Management




Shawn Y. Stokes
Director

MEMORANDUM

DATE: October 10, 2023

TO: All Employees Eligible for Health Care Benefits

FROM: Shawn Y. Stokes, Director
Office of Human Resources Management 

RE: 2024 Benefits Open Enrollment – October 16-30, 2023

The Office of Human Resources Management (OHRM) is excited to announce the upcoming Prince George's County Government Open Enrollment. Open Enrollment is the annual period when employees can make changes to their benefit elections without a Qualifying Life Event. The enrollment period will take place from **October 16, 2023, through October 30, 2023**, and will be themed, "Ready, Set, Enroll!" The event kickoff will be virtual, followed by online resources, in-person benefit fairs, and enrollment support sessions to help employees make informed decisions about their 2024 benefit options for themselves and their families. For more information on Open Enrollment and the benefit options, please visit: www.princegeorgescountymd.gov/OE.

All employees will be able to view additional information (including rates) about Open Enrollment online. The information will include a detailed benefit guide and access to the Open Enrollment website. Please review the following information about the changes to benefits for 2024, the schedule of Open Enrollment events, and important reminders for all employees. If you have any questions about Open Enrollment, please contact Benefits@co.pg.md.us or call (301) 883-6380, Monday through Friday, 8:30 a.m. to 5:00 p.m.

New for 2024

- **MetLife Life Insurance** - Employees have a special opportunity to apply for extra life and/or disability insurance with a simplified application. After this Open Enrollment period, a full Statement of Health will be required in order to apply for coverage in the future outside of a qualifying life event.
- **CIGNA** - We are pleased to announce lower copays for Cigna plan members in 2024.

<i>Type of Copay</i>	<i>Current Copay 2023</i>	<i>New Copay 2024</i>
Primary Care Physician	\$30	\$15
Specialist	\$35	\$25
Urgent Care	\$50	\$35

Open Enrollment Events

- Open Enrollment Online Resources** - We are excited to announce that the OHRM Benefits Team will host an online kickoff session on Monday, October 16, 2023, to introduce benefit vendors. Sessions will be recorded and available on-demand throughout the 2024 Open Enrollment period here: www.princegeorgescountymd.gov/OE
- In-Person Information Sessions** - Join OHRM and the County's benefit vendors for an in-person session. This is your opportunity to meet with vendors and ask questions regarding your health benefit plan options.
- Enrollment Assistance Sessions** - If you need assistance enrolling in your benefits through the [Employee Self-Service \(ESS\)](#) system, visit us during one of our Enrollment Assistance Sessions. Please use the Microsoft Edge browser for the best ESS experience.

Event	Date	Time	Location
Open Enrollment Kick-off	Mon., Oct. 16	9:30 a.m. to 12:30 p.m.	Employees will receive an online invitation soon.
Benefits Fair (OHRM)	Tue., Oct. 17	10:00 a.m. to 2:00 p.m.	RMS Building 1400 McCormick Dr., Lobby Largo, MD 20774
Enrollment Assistance Session	Wed., Oct. 18	12:00 p.m. to 5:00 p.m.	Fire/EMS Fitness Center 100 Shady Glen Dr. Capital Heights, MD 20743
Enrollment Assistance Session	Fri., Oct. 20	12:00 p.m. to 5:00 p.m.	Department of Public Works and Transportation 8400 D'Arcy Road District Heights, MD 20747
Enrollment Assistance Session	Mon., Oct. 23	7:30 a.m. to 4:30 p.m.	Department of Corrections 13400 Dille Drive Upper Marlboro, MD 20772
Enrollment Assistance Session	Tue., Oct. 24	12:00 p.m. to 5:00 p.m.	Police Department 8801 Police Plaza Upper Marlboro, MD 20772
Benefits Fair (OHRM)	Wed., Oct. 25	3:00 p.m. to 7:00 p.m.	RMS Building 1400 McCormick Dr., Lobby, Largo, MD 20774
Enrollment Assistance Session	Thu., Oct. 26	12:00 p.m. to 5:00 p.m.	Sheriff's Department 5303 Chrysler Way Upper Marlboro, MD 20772

Important Reminders

- Make Your Changes via Employee Self-Service (ESS)** – Employees will need to use the [Employee Self Service Portal \(ESS\)](#) to make your elections for 2024. These elections must be made before the Open Enrollment deadline on Monday, October 30, 2023, at 5:00 p.m.

- **Re-Enroll in Health Care Flexible Spending Account (FSA) & Dependent Care Flexible Spending Accounts (DCA)** – Employees who wish to enroll in the Health Care and/or Dependent Care Flexible Spending Accounts must enroll each year.
 - **Things to keep in mind for the Health Care Flexible Spending Account (FSA):**
 - This is a “use it or lose it” account, which means that funds must be used by December 31, 2023.
 - Up to \$610 of unused 2023 Health Care FSA funds (only) will rollover to the 2024 FSA plan year.
 - The last day to submit a claim is March 31, 2024, for qualifying expenses incurred during the 2023 plan year.
 - Once the IRS approves new amounts for 2024, OHRM will share that information and allow you to update your election.
 - **Things to keep in mind for the Dependent Care Flexible Spending Account (DCA):**
 - This is a “use it or lose it” account, which means that funds must be used by December 31, 2023.
 - The last day to submit claims to be processed, incurred during 2023, March 31, 2024.
 - There are no rollovers with a Dependent Care Account (DCA).
- **Re-Enroll in Medical Opt-Out Credit** – During Open Enrollment, employees may enroll in the Medical Opt-Out Credit through [Employee Self Service \(ESS\)](#). Otherwise, the medical opt-out plan will end at the plan year's termination.
- **Adding or Removing Dependents** – Open Enrollment is the perfect time to review your benefits to make sure that your dependents are included or removed from your plans for the upcoming year. Any new dependents or dependents previously dropped that need to be reinstated will need to provide documentation to verify eligibility. Required documents not submitted in time will result in the loss of coverage for your dependents and no coverage for the new plan year. All required documentation for changes must be submitted to the Benefits Division by October 30, 2023. You can fax your paperwork to 301-883-6192 or submit via email at Benefits@co.pg.md.us. After Open Enrollment, benefit changes are only permitted within 30 days of a qualifying life event (QLE).

Open Enrollment Assistance and Support

- **Call iBTR with Questions** – Prince George’s County is partnering with iBTR to support the 2024 Open Enrollment period. The iBTR team will help to ensure employees get the most out of their benefits through personalized assistance. If you have any questions about Open Enrollment, please contact the benefits counselors at iBTR:
 - **Benefits Call Center** – 301-444-6298 (8:00 a.m. to 7:00 p.m., Oct. 16-30, 2023)
 - **Schedule a Call** – <https://v3.rivs.com/schedule/princegeorgescounty/>

Questions

If you have questions regarding Open Enrollment, please visit the OHRM Benefits Team at 1400 McCormick Drive, Suite 110, Largo, MD 20774, Monday through Friday, 8:30 a.m. to 5:00 p.m. You may also call or email the Benefits Team at (301) 883-6380 or Benefits@co.pg.md.us.

Office of Human Resources Management

1400 McCormick Drive

Largo, MD 20774

301-883-6330

