



October 19, 2018

Open Enrollment is your opportunity to consider whether your current benefit plans are the right choices for you and your family for the upcoming calendar year. During this time, you can enroll in, change or drop your current health plans.

**Open Enrollment will begin Monday, October 29 and will end on Friday, November 16, 2018.**

Enclosed are your 2019 Open Enrollment materials. Carefully review the information provided and decide if you want to make any changes to your benefits. Elections you make become effective on January 1, 2019 and remain in effect for the entire calendar year, unless you experience a qualifying life or family status change.

Your current coverage will automatically continue for calendar year 2019 at the new rates. To enroll in, change or drop medical, dental and vision benefit plans, simply complete the Health Insurance enrollment form included in your packet. **PLEASE NOTE:** Dental and vision plans are only offered during the first ten years of retiree medical eligibility.

In an effort to ensure that our records are up-to-date, you will also find some additional forms this year. Please complete any of the following documents if you have experienced a recent change or feel that our information may not be current:

**Health Insurance Enrollment Form** – Please complete this form *if* you are enrolling or changing your plan and/or your covered dependents.

**Retiree Demographic Change Form** – Please complete this form *if* you need to notify us of a change to your name, address, phone, email address, etc. ***If you need to change your demographic information with SURS, you will need to contact them directly at 1-800-275-7877.***

**Life Insurance Beneficiary Form** – Please complete this form *if* you would like to change your designated beneficiary or if you are not sure who you designated. *(This form is not included in your packet if you are no longer eligible for Retiree Life Insurance.)*

**Your signed Health Insurance Enrollment Forms must be received by Friday, November 16, 2018 and can be sent to:**

City Colleges of Chicago  
Office of Human Resources, Benefits Division  
3901 South State Street  
Chicago, IL 60609

Email: [benefits@ccc.edu](mailto:benefits@ccc.edu)

Benefits staff and vendors will be available to answer your questions during the 2019 Open Enrollment Benefits Fairs.

Benefits Fairs are scheduled from 11:00 am – 4:00 pm as shown below:

Thursday, November 1 <sup>st</sup> Kennedy King 6301 South Halsted St Room W274	Tuesday, November 6 <sup>th</sup> Wright College 4300 N. Narragansett Avenue Faculty Dining Room
Wednesday, November 7 <sup>th</sup> Malcolm X 1900 West Jackson Room 1103	Thursday, November 8 <sup>th</sup> Daley College 7500 So. Pulaski Room 1205
Tuesday, November 13 <sup>th</sup> Olive Harvey College 10001 So. Woodlawn Faculty Lounge – Room 1205	Wednesday, November 14 <sup>th</sup> Truman College 1145 W. Wilson McKeon Lobby
Thursday, November 15 <sup>th</sup> Harold Washington College 30 East Lake Street Room 1115	

If you have any additional questions, email the CCC Benefits Department at [benefits@ccc.edu](mailto:benefits@ccc.edu) or call (312) 553-2895.

Regards,

City Colleges of Chicago  
Benefits Division