

Group Health Benefits
2022 Open Enrollment Instructions
(Please read carefully)

1. Your 2022 Open Enrollment Packet includes information about plan changes for 2022. *Please review it carefully.* Additional Open Enrollment documents including the Group Health Benefits Enrollment Form are posted on the TAC website at www.txcumc.org under *Clergy > Benefits > 2022 Open Enrollment.*

2. *You can easily review your current benefit plans in your Boon-Chapman Member Portal online.* If you have not set up your Boon-Chapman Member Portal Account, go to <https://www.boonchapman.com/member-login> to do so. On your *Member Portal* home page, click on “Benefits and Coverages” on the top menu bar and scroll down to Benefit Plans to access your current 2021 benefit plan elections for you and your enrolled dependents.

You can also view your claims and your deductible and out-of-pocket accumulators, elect paperless EOBs, and print or order an ID card if needed in your Member Portal. Please contact the TAC Benefits Office if you have any questions regarding your current plan enrollments.

3. Please review the benefits information provided in this packet. *If you do not wish to make any changes to your benefit plans or dependent coverages in 2022, you do not need to submit a new enrollment form during Open Enrollment.* We will continue your current 2021 benefit plans and dependent enrollments in 2022.

4. Your Open Enrollment Period is **November 1 – 15, 2021**. *If you want to make changes in your coverage, please complete in full the 2-page blue and white Group Health Benefits Enrollment form found online at www.txcumc.org under Clergy > Benefits > 2022 Open Enrollment.* Indicate all plan elections and all dependents you wish to enroll. *Your dependent coverages can be different for each plan in which you enroll. Please print legibly to avoid errors or delays in your coverage. Sign and date your enrollment form no later than November 15, 2021.*

5. *Enrollment forms must be received in the TAC Benefits Office by November 15, 2021. Please submit forms by fax or email rather than regular mail if possible:*

Email: mchinea@txcumc.org

Fax: 713-521-7516

Mail: TAC Benefits Office, 5215 Main St., Houston, TX 77002

Attn: Marianela Chinaea

6. *All changes in coverage you elect will be effective January 1, 2022.*

7. All Group Health Benefits Plan participants with enrolled dependents need to complete the Boon-Chapman 2022 Annual Additional Insurance Form enclosed in this packet and return it to Boon-Chapman at the email address, fax number or address on the form by January 1, 2022. *Boon-Chapman will only pay claims up to \$1,000 for any dependents covered under the medical plan each year until this form is received, completed in full.* Claims exceeding \$1,000 will be denied until this form is received. *Avoid unnecessary delay in processing your claims and submit this form by January 1, 2022!*

8. After Open Enrollment ends, you will not be able to change plans or add dependent coverage until the next Open Enrollment in November 2022 (unless you have a qualifying event such as marriage or the birth of a child).
9. The TAC will offer optional Humana Dental PPO and Vision Plans in 2022. The TAC Humana Dental HMO Plan will terminate effective 1/1/2022 as approved at 2021 Annual Conference. *If you are currently enrolled in the Dental HMO Plan, you will need to enroll in the Dental PPO Plan during Open Enrollment if you wish to have TAC dental coverage next year.* Further details about Dental PPO and Vision Plans are found in the enclosed Overview of the TAC Group Health Plan for 2022 and on the TAC website at www.txcumc.org > Clergy > Benefits > 2022 Open Enrollment.

10. For further information, contact:

Marianela China, Group Health Benefits Specialist
mchina@txcumc.org or 713-533-3723

Barbara Kilby, TAC Benefits Manager
bkilby@txcumc.org or 713-533-3703