

Group Health Benefits
2021 Open Enrollment Packet Instructions
(Please read carefully)

1. Your 2021 Open Enrollment Packet includes information about plan changes for 2021. *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 > 2021 Open Enrollment.
2. *Please note that there is no printed confirmation of your current 2020 benefit plan enrollments in this packet as in past years due to our current remote work situations. However, you can easily review your current benefit plans in your Boon-Chapman Member Portal online.* If you have not set up your *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 2020 plan benefits 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 2021, you do not need to submit a new enrollment form during Open Enrollment.* We will continue your current 2020 benefit plans and dependent enrollments in 2021.
4. Your Open Enrollment Period is **November 1 – 15, 2020**. **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 > 2021 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, 2020.*
5. **Enrollment forms must be received in the TAC Benefits Office by November 15, 2020.** *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 China
6. *All changes in coverage you elect will be effective January 1, 2021.*
7. **All Group Health Benefits Plan participants with enrolled dependents need to complete the Boon-Chapman 2021 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, 2021.** *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, 2021!

8. After Open Enrollment ends, you will not be able to change plans or add dependent coverage until the next Open Enrollment in November 2021 (unless you have a qualifying event such as marriage or the birth of a child).

9. The TAC offers two optional dental plans (Dental PPO and Dental HMO) as well as vision coverage through Humana. If you would like to enroll in the **Dental HMO**, you must select a participating Dentist in the Dental HMO and **indicate the Dentist's Name, Dentist ID number, and address on your enrollment form.**
If you are enrolling in the Dental PPO plan, you do not need to indicate your dentist on your enrollment form. Further details about these plans plus instructions on how to find a participating Dentist in either the Dental PPO or Dental HMO are found on the TAC website at www.txcumc.org > **Clergy > Benefits > 2021 Open Enrollment Information.**

10. For further information, contact:
Marianela Chinea, Group Health Benefits Specialist, at mchinea@txcumc.org or 713-533-3723.

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