



Discover. Excel. Advance.

GENERAL OPEN ENROLLMENT QUESTIONS

What do I do if I do not want to make any changes?

- ♦ Go online to Manage My Benefits account and review your information.
- ♦ Verify your mailing address is correct on Manage My Benefits.
- ♦ Check your tobacco status and your spousal status for the penalty.

What happens if I don't turn in the required documentation (birth certificates and marriage certificates)?

PEIA will put your spouse and children in a suspended state until the documentation is received even though you are still responsible for the monthly premium.

Does my Flexible Benefits end at the end of the year automatically?

No, they will continue with the same amount unless you complete an enrollment form to add, drop or change coverage. If you were a new hire this school year and enrolled in the flexible spending account, please complete a new form to update your yearly election.

What is important to know about open enrollment for FY24?

- ♦ There is a premium increase to both the PEIA PPB Plans A, B, C and D and the Health Plan A, B and C.
- ♦ Non-Medicare Retirees will see a premium increase this year, but no benefit changes.
- ♦ Plan C deductible increased for employee only coverage \$100 and \$200 if child or spouse are covered.
- ♦ PEIA is offering a new voluntary wellness program through Virgin Pulse. Additional information will be sent to members via email, text, mail and the PEIA website. Signup for this program will be starting July 2024.
- ♦ Mountaineer Flexible Benefits increased the maximum contribution to \$3,200

If I make changes to my Optional or Dependent Life are they guaranteed to be approved since this is open enrollment?

No, there is no official open enrollment for optional or dependent life. All changes are subject to underwriting for approval. **There is one exception**, dependent children under the age of 26 will not be subject to underwriting approval, just a spouse.

What if I do not have access to a computer or I would prefer to make my changes by a form?

You will need to contact the Benefits Office to obtain the necessary documentation. Email mbstarcher@mail.kana.k12.wv.us or 304-348-6699.

Call PEIA's Open Enrollment Helpline at 1-877-676-5573 and request a transfer form.

What do I do with the required documentation for my health insurance?

You can scan it to your desktop and upload to the Manage My Benefits site or send it by pony, email, fax or regular mail. You must include your 939 employee number on your documents. **You cannot take a picture and send it. This must be in PDF format.**

What to do if locked out of your Manage My Benefits account?

Wait 15 minutes and try again

Use their 3 security questions

If you request a temporary password, type it in. DO NOT cut and paste the temporary password.

FINAL RESORT: send an email to susan.j.beaty@wv.gov and request a password reset for Manage My Benefits. Please give up to 48 hours for a response.