

New City of Baltimore Retiree Enrollment Process

The City of Baltimore moved to a new ADP platform called ADP Benefits Marketplace (BenMark) effective May 6, 2019. Retirees/beneficiaries will not have direct access to the BenMark System. As an alternative, retirees/beneficiaries will be required to make health benefit elections and changes by using a **Baltimore City Retiree Health Benefits Enrollment Form**.

Open Enrollment-

During the City of Baltimore's Annual Open Enrollment period being held from November 1, 2019 through November 15, 2019, the retiree will receive a retiree 2020 Open Enrollment Packet that includes; a personalized 2020 Retiree Benefits Summary of their current health benefit elections at the 2020 costs, Retiree Open Enrollment Health Benefits Enrollment Form, 2020 Retiree Benefits Booklet and Open Enrollment Benefit Fair Flyer.

During Open Enrollment, if the retiree wants to:

- **Remain Enrolled in their Current Health Benefit Elections at the 2020 Costs, no action is required.** The retiree's current health benefit elections with the 2020 costs as stated on their 2020 Retiree Benefit Summary will remain and be **effective January 1, 2020.**
- **Make Health Benefit Enrollment Election and/or Dependent Enrollment Changes:** If the retiree would like to make benefit and/or dependent election changes to their medical, prescription drug or vision benefits, if eligible, effective January 1, 2020, they must complete the 2020 Retiree Open Enrollment Health Benefits Enrollment Form included in the Open Enrollment packet. The signed and completed form along with required documentation if required, must be mailed to **DHR-Office of Employee Benefits, 7 E. Redwood Street, 20th Floor, Baltimore, MD 21202** by **November 15, 2019**. An Employee Benefits Specialist will process the open enrollment elections accordingly effective January 1, 2020.
- **NOTE: If the retiree is not making any benefit and/or dependent election changes, there is no need to complete or return the 2020 Open Enrollment Health Benefits Enrollment Form to DHR-Office of Employee Benefits. KEEP THIS FOR YOUR RECORDS!**

New Retiree Enrollment-

As a new retiree/beneficiary, the retiree will have 60 days, from their date of retirement to enroll in health benefits. Retirees are entitled to enroll in retiree health benefits through the City of Baltimore using their Personalized Retiree Health Benefits Enrollment Form that will be enclosed in their new retiree packet.

The retiree's enrollment deadline will be printed at the top right-hand corner of their personalized enrollment form. Once complete the retiree must mail the completed form and

required documentation, if applicable, to DHR – Office of Employee Benefits, 7 E. Redwood Street, 20th Floor, Baltimore, MD 21202 **before the enrollment deadline.**

If the new retiree does not enroll in health benefits by completing the Personalized Retiree Health Benefits Enrollment Form **during the 60-day enrollment period**, their Medical, Prescription Drug, Dental and Vision benefits, if eligible, will default to “No Coverage” at the end of the enrollment period.

Qualified Life Changes -

If a retiree experiences a qualified life event, they must request a **Baltimore City Retiree Health Benefits Enrollment Form** from the **Office of Employee Benefits** within 60 days of the qualified life event. The retiree must complete the requested Baltimore City Retiree Health Benefits Enrollment Form, attach the supporting and required documentation if applicable, then return all documents to **Office of Employee Benefits within 60 days of the qualified life event.** If the Enrollment Form along with the required documentation to the office of Employee Benefits is not completed and returned within 60 days of the event date, the retiree must wait until the next annual open enrollment period to make the benefit changes.

If you have any questions or to request a **Retiree Health Benefits Enrollment Form**, please contact the Office of Employee Benefits between 8:30 AM and 4:30 PM at 410-396-5830 and select option 2 (City Retirees) or 3 (BCPSS Retirees) and then option 1 to speak to an Employee Benefits Specialist.