Dear Benefits-Eligible Employee,

The 2017 open enrollment period for benefits-eligible employees is now in progress. We have made changes to the forms and to the process, so please read this carefully.

**FORMS**

**2017 Health & Dental**

_This form is required only if you are newly electing or changing health or dental insurance for 2017._ If you are not making any changes to either type of insurance or if you are continuing to waive your insurance, the form is not required and your 2016 elections will be renewed for 2017 at the new premium rates.

**2017 Certification of Eligibility for Dependent Benefit Coverage**

_This form is required only if you are covering a spouse, ex-spouse or children on your elected benefit plans* in 2017._ This form is required on an annual basis whether or not changes are made to your benefit plans.

**ONLINE ENROLLMENTS**

**2017 Flex Spending Accounts**

_If you are electing to establish a Health Care Reimbursement and/or Dependent Care Assistance Flexible Spending Account for 2017, you will need to log in to your account or register at Benefits Strategies’ website at www.benstrat.com. Instructions are available at the HR Fair and online on HR’s Open Enrollment webpage._

**2017 Vision Plan**

_If you are newly electing the vision plan for 2017, you will need to enroll online. Visit HR’s Open Enrollment webpage to enroll._

We appreciate your returning completed and signed forms to Human Resources by November 22, 2016.

Sincerely,

HR Benefits Team

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**Required Actions - DUE DATE: November 22, 2016 in Human Resources, 30 Belmont Avenue**

- Complete and sign the 2017 Health & Dental form if you are newly electing or changing health and/or dental insurance for 2017
- Complete and sign the 2017 Certification of Eligibility for Dependent Benefit Coverage if you are covering any dependents on your elected benefit plans* for 2017
- Complete the online enrollment through Benefits Strategies’ website if you are electing to establish a Flexible Spending Account for 2017
- Complete the online enrollment on HR’s Open Enrollment webpage if you are electing vision insurance for 2017

*Health insurance, dental insurance, vision insurance, health-care and/or dependent-care flexible spending accounts, life insurance, tuition plans, Smith College One Card, and leave benefits.