

Open Enrollment Deadline Dates

The Open Enrollment period begins July 1 and ends August 31 for changes to be effective October 1. Each year, all PEEHIP eligible active and retired members are sent an Open Enrollment, one-page notice to their home address. The complete Open Enrollment packet is available on the PEEHIP Open Enrollment web page by July 1 every year. Active and retired members can view and/or download a copy of the Open Enrollment packet from the PEEHIP Open Enrollment web page at www.rsa-al.gov/PEEHIP/open-enroll.html.

Members can make their insurance changes through [Member Online Services](#). For those members who do not have internet access and cannot download the information, an Open Enrollment packet can be mailed if the member contacts RSA Member Services at 877.517.0020. All of the enrollment forms and information for members to enroll or make insurance changes are included in this packet.

Open Enrollment will end by the following deadlines:

- ◆ The deadline for submitting **online** Open Enrollment changes is midnight of **September 10**. After September 10, online Open Enrollment changes will not be accepted and the Open Enrollment link will be closed.
- ◆ The deadline for submitting **paper** Open Enrollment forms is **August 31**. Any paper forms postmarked after August 31 will not be accepted.
- ◆ The deadline for enrollment or re-enrolling in a **Flexible Spending Account** online or on paper is **September 30**.
- ◆ No changes in coverage or tobacco status can be made from a phone call.

No Open Enrollment changes can be made after these deadlines.

Effective Date of Coverage: All open enrollment elections approved by PEEHIP will have an effective date of **October 1**.

Open Enrollment web page: PEEHIP created an Open Enrollment web page designed to make it easy for you to find all the information you need to make informed decisions about your health plan selections. You will find FAQs, tutorials, deadlines, Open Enrollment Packets and other pertinent information about Open Enrollment. Go to www.rsa-al.gov/PEEHIP/open-enroll.html to learn more.

If you do not wish to make changes to your PEEHIP coverage, you do not need to complete the Open Enrollment application or use the Member Online Services system. You will remain enrolled in the same or existing plan(s), and the appropriate premium will continue to be deducted.

Exception: Eligible members who want to enroll or renew their **Flexible Spending Accounts or the Federal Poverty Level Premium Discount**, must re-enroll each year. These two programs do not automatically renew each year without a new application. To re-enroll in the Flex plan, complete the [Flexible Spending Account Enrollment Application](#) or the preferred method is to use [Member Online Services](#). Retired members are not eligible to enroll in the Flexible Spending plans.