

To: SUHSD Certificated Staff / Retirees

MCSIG Enrollment Information & Instructions:

Review the benefit plan comparison and summary attached that includes medical, dental and vision plan choices.

Once you have completed your review of plan choices, please make your selection by completing the MCSIG enrollment form. A form is attached and it is also available online in fillable format on your District Human Resource site (<https://www.salinasuhd.org/domain/60>).

Be sure you complete the form in full:

- Select your plan choices
- Provide supporting documentation to add dependents (listed on enrollment form)
- Select a Life Insurance Beneficiary (for active employees)
- Sign enrollment form

If Opting Out of the medical plan:

- Be sure to provide verification of your *other credible coverage*
- You may select your dental and vision plan on the attached enrollment form
- You may also enroll in the life insurance plan and the Employee Assistance Program (EAP) – be sure to mark these selections on the enrollment form

Cost:

The rates listed on the Comparison / Summary for each plan is the total monthly premium charged by MCSIG to your employer - YOUR monthly cost has been provided to you by your employer, and listed on your Human Resource website. Please note that the rates provided are for the plan year 2017. Rates may be subject to change for the 2018 plan year.

The benefit choices you make now will be in effect through the end of the calendar year (12/31/17) and can't be changed unless you experience a qualified life event, such as a birth, marriage or loss of other coverage.

Next Step:

Your completed enrollment forms are due 8/31/17

Send or drop off forms to the SUHSD Business Office, care of Tracy Yamamoto - or - E-mail forms to: tracy.yamamoto@salinasuhd.org - or- turn forms in to your school site Principal's secretary.

Be sure to include / attach all supporting documentation as listed on enrollment form

- *continued on reverse side* -

Questions?

Please attend a benefits presentation - scheduled for each school site, schedule on reverse side of this notice. You may also contact MCSIG Customer Service at (831) 755-8055 or toll free (800) 287-1442

MCSIG - SVFT Information Meeting Schedule

SITE	DATE	TIME	ADDRESS	ROOM
Alisal High School	8/14	3:00pm-4:00pm	777 Williams Road Salinas, CA 93901	Conference Room
Everett Alvarez High School	8/15	3:30 pm-4:30 pm	1900 Independence Blvd Salinas, CA 93906	Small Gym
North Salinas High School	8/16	3:30 pm-4:30 pm	55 Kip Drive Salinas, CA 93906	Library
El Sausal Middle School	8/21	3:45pm-4:45pm	1155 East Alisal St. Salinas, CA 93905	Staff Lounge
La Paz Middle School	8/23	3:30pm-4:30pm	1300 North Sanborn Rd. Salinas, CA 93905	Library
Harden Middle School	8/24	3:45pm-4:45pm	1561 McKinnon St. Salinas, CA 93906	MPR
Washington Middle School	8/28	3:50 pm-4:50pm	560 Iverson Street Salinas, CA 93901	Library
Mission Trails ROP	8/29	9:30am-10:30am	867 East Laurel Drive Salinas, CA 93905	Conference Room
Salinas High School	8/29	3:00pm-4:00pm	726 South Main Street Salinas, CA 93901	Main Office Office F
Salinas Adult School Mount Toro High School El Puente School	8/30	2:30pm-3:30pm	20 Sherwood Place Salinas, CA 93906	S-1