

Benefits Open Enrollment: July 22, 2024 - August 9, 2024

ALL District Employees **MUST Complete This Process Before August 9th!**

Two ways to complete the enrollment process:

1. You can schedule a time through the TimeTap link to meet with an FFGA representative to discuss the benefits selection process and complete your enrollment.
2. You can enroll online through the LCISD Employee Benefits Center.

Failure to complete this process will result in **NO BENEFITS COVERAGE effective September 1, 2024.**

If you decline medical coverage, you must provide your declination reason and upload proof of other insurance to Skyward Employee Access through the link provided.

INFORMATION TO HAVE READY FOR YOUR ENROLLMENT PROCESS:

- Social Security number and birth dates for all dependents
- Any status/life event or address changes
- Questions about available benefits

THE DISTRICT MAKES THE FOLLOWING CONTRIBUTIONS TOWARD MONTHLY PREMIUMS FOR EACH EMPLOYEE:

- \$325 toward your medical plan
- Full premium for vision plan (employee only)
- Full premium for a \$50,000 term life policy (policy is in effect while you are employed with LCISD)
- \$10/month toward the premium for dental plan (employee only)
- \$10/month toward the premium for short term disability insurance (employee only)

New to District Hires

- You will be selecting your medical insurance benefit plan as well as all other supplemental benefit plans.
- You will have an opportunity to meet with a First Financial representative to discuss the benefits selection process if you prefer.
- Or, you can enroll online through the LCISD Employee Benefits Center through August 9.

Current District Employees

- You are **REQUIRED** to complete the enrollment process during this open enrollment window. Even if you are declining medical coverage, you **MUST** complete the process.
- You will have an opportunity to meet with a First Financial representative to discuss your medical coverage options as well as all other supplemental benefit plans if you prefer.
- Or, you can enroll online through the LCISD Employee Benefits Center through August 9.
- It is imperative that the **status bar indicates 100% complete and you Sign & Submit to confirm changes.**

FFGA Representatives will be available during the following dates & times to provide assistance with enrollment:

Wednesday, July 24 - Lubbock-Cooper Central Office

8:00 a.m. - 4:00 p.m. Any district employee who prefers assistance with enrollment
Click [TimeTap Scheduler](#) to schedule an appointment with an FFGA representative

Thursday, July 25 - Lubbock-Cooper Central Office

8:00 a.m. - 4:00 p.m. Any district employee who prefers assistance with enrollment
Click [TimeTap Scheduler](#) to schedule an appointment with an FFGA representative

Wednesday, July 31 - Lubbock-Cooper Central Office

8:00 a.m. - 11:00 a.m. New to District Hires **NOT** attending T-TESS training who prefer assistance with enrollment

11:00 a.m. - 1:30 p.m. **Secondary** New to District Hires who attended T-TESS training who prefer assistance with enrollment

1:30 p.m. - 4:00 p.m. **Elementary** New to District Hires who attended T-TESS training who prefer assistance with enrollment

Click [TimeTap Scheduler](#) to schedule an appointment with an FFGA representative

On Wednesday, July 31, Texas Health Benefits Pool rep, Jeff Teel, will be available to answer any questions specific to the Blue Cross Blue Shield medical plans for any district employee.

Monday, August 5

Tuesday, August 6

Wednesday, August 7

Thursday, August 8

Lubbock-Cooper Central Office

8:00 a.m.-4:00 p.m. Any district employee who prefers assistance with enrollment

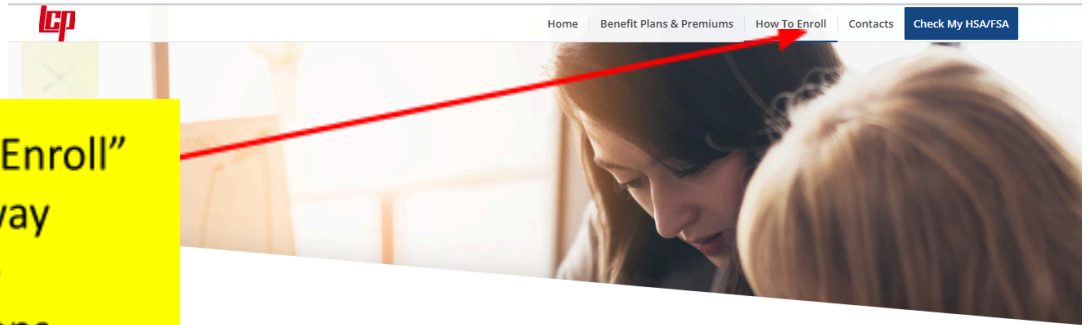
Click [TimeTap Scheduler](#) to schedule an appointment with an FFGA representative

You can access an overview of medical plans and premiums at: [Group Medical Plans 2024-25](#)

You can access all benefits information & the online enrollment steps at: [LCISD Benefits Center](#)

You can also watch this video to learn more about enrollment steps: [How To Enroll Video](#)

TIPS FOR NAVIGATING THE LCISD BENEFITS CENTER



When you click “How to Enroll”
Be sure to scroll all the way
down in order to see the
“Enroll Online” instructions.

HOW TO ENROLL

During open enrollment, your First Financial Account Manager will be on-site to assist you with making your benefit elections. Benefit elections also may be made through FFGA's online enrollment system FFenroll.

Enroll On-site

WHAT TO HAVE READY FOR YOUR ENROLLMENT MEETING:

- Social Security number and birth dates for all dependents
- Any status/life event or address changes
- Questions about available benefits



QUESTIONS?

Technical Assistance:

If you experience technical difficulty or have trouble maneuvering through the enrollment process, please call the FFGA Enrollment Solutions Help Desk line at (855) 523-8422 from 7 a.m. to 5 p.m. CST or email ff enroll@ffga.com.

Online Enrollment Assistance:

For questions about benefit plans, premiums or to meet with an FFGA representative in person, call (888) 580-8015.

Enroll Online

Before clicking the FFenroll link at the bottom, please note the login and PIN information below and then review following steps.

LOGIN

Login: Your Employee ID or Social Security Number (no dashes)

PIN (first login only): The last four digits of your social and the last two digits of the year you were born (six digits total)

New PIN: The first time you log in you will be required to change to a new PIN. Please note your new PIN because you will use the new PIN from that point forward.

VIEW CURRENT BENEFITS

After logging in, you will arrive at the welcome screen. Your current benefits and premium deductions will be listed on this screen.

VIEW/ADD DEPENDENTS

Click next to view your dependents. It is very important to make sure the social security numbers and birth dates listed are correct. If you plan to add dependents, you will need to enter their social security numbers and birth dates.

BEGIN ELECTIONS

Click next again to begin making your benefit elections. Remember, no changes to your elections can be made during the plan year unless you have either a qualified mid-year change under Section 125 or a special enrollment event.



HOW TO ENROLL GUIDE

ENROLL NOW

Click the red **ENROLL NOW** box
near the bottom of the screen
when you are ready to start the
Online Enrollment steps.

ENROLL NOW

LOGIN: Social Security Number (no dashes)

PIN: Last four digits of your social & the last two digits of the year you were born (six digits total)

There are three Blue Cross Blue Shield medical plans to choose from. If you are **declining** coverage, you will need to choose the fourth choice, **Hospital Indemnity Plan**. When you click NEXT, you will see the declination reasons. You **must** choose the declination reason that applies to you in order to decline district provided medical coverage. You are also required to upload proof of other medical coverage. You can complete that process by clicking [Skyward Login to Required Online Form](#)

ⓘ Please select the Hospital Indemnity Plan if you are declining medical coverage. Once selected you will be given an opportunity to link out to Skyward to provide a reason for declining medical.

Listed below are the options and coverage choices available to you.

▶ View Existing Coverage

	Employee Only	Employee + Spouse	Employee + Children	Employee + Family
Bronze HD Plan	<input type="radio"/> \$147.34	<input type="radio"/> \$626.62	<input type="radio"/> \$501.00	<input type="radio"/> \$1,054.72
Silver Plan	<input type="radio"/> \$182.24	<input type="radio"/> \$697.46	<input type="radio"/> \$562.44	<input type="radio"/> \$1,103.70
Gold Plan	<input checked="" type="radio"/> \$236.32	<input type="radio"/> \$807.30	<input type="radio"/> \$657.62	<input type="radio"/> \$1,317.26
Hospital Indemnity Plan	<input type="radio"/> \$0.00			

Medical

As a benefit-eligible employee you may choose to decline medical coverage, but you are required to indicate one of the following reasons for declining:

- You were retired and have other coverage.
- You are under 26 and covered under parents plan.
- You are covered by your spouse's medical plan.
- You are covered by the VA or Tricare.
- You are enrolled in Medicare.
- You are covered with another employer.
- You have coverage with a previous employer.

Documentation for proof of declination is required and can be uploaded into Skyward Employee Access. A link is provided to start this process.