HIDALGO COUNTY DEPARTMENT OF BUDGET & MANAGEMENT
EMPLOYEE BENEFITS SECTION
2818 S. BS HWY 281 ADMINISTRATION BUILDING
EDINBURG, TX 78539
PHONE#: (956) 292-7028 FAX#: (956) 292-7029

MEMORANDUM

TO: Hidalgo County Employees

FROM: Flora Vazquez, Employee Benefits Manager

SUBJECT: NOTICE OF INSURANCE ENROLLMENT

DATE: December 1, 2008

Hidalgo County will conduct a Mandatory Health Benefits Enrollment starting on December 10, 2008 with changes to be effective February 1, 2009. Departments have been scheduled on different dates as per the attached schedule in order to minimize disruption and to ensure a smooth enrollment process.

We are requesting that employees follow the schedule as listed for their department. If you are not able to attend enrollment as scheduled, you must enroll on the make up day, which has been scheduled for January 12, 2009 at the Hidalgo County Health Department, Conference Room, 1304 S. 25th St., Edinburg, TX 78539 between the hours of 7:00 am – 12:00 pm and 1:00 pm – 5:00 pm.

We have attached a list of each employee's current bi-weekly deductions for buy-up and/or for dependent coverage and for voluntary products (e.g. dental, vision, etc.) for you to review and to confirm current coverage. Please note that the list includes Code 1221 – Medical Insurance Employee Deduction of $ 173.50. This amount is the benefit paid by the County for County provided health benefit coverage and is not a deduction from the employee.

This enrollment is mandatory, and employees must attend enrollment even if you are not making changes to your current health benefits coverage or to other voluntary insurance products. This is essential to insure that all records and policies are properly updated and that all eligibility criteria are met.

Birth certificates, legal guardianship letters, or other appropriate certified documents will be required for enrollment of dependent child/children. This will be required for dependent child/children that are already enrolled or will be enrolled. If child is over the age of 19, you must also provide proof that the child is being claimed on your federal income tax return. If you cannot provide such documents during the assigned scheduled enrollment, the dependent will not be enrolled. However, the employee may bring the required document/s to the Health Benefits Section at the Hidalgo County Administration Building, 2818 S. Bus Hwy 281, Edinburg, TX (Old K-Mart Building) prior to January 14, 2009. Dependent child/children cannot be enrolled without the required documents.

Enrollment for Retiree's and people that are on COBRA may attend any location on the schedule as is convenient for them.

attachments