



TO: Benefit Eligible Employees  
FR: Human Resources  
DATE: March 18, 2009  
RE: Important information concerning 2009-2010 CHOICES Re-enrollment

- 100% Electronic Re-enrollment
  - No paper CHOICES Enrollment Forms will be distributed or accepted for Active Employees with the exception of the following:
    - All new employees (employees hired after March 31, 2009) must turn in a paper form to Human Resources by 5:00pm on May 15<sup>th</sup>.
- **Strict Re-enrollment Deadlines: April 20, 2009 – May 3, 2009**
  - There will be no exceptions past the May 3<sup>rd</sup> deadline.
  - Due to strict IRS regulations, in order to keep our pre-tax status we are unable to make exceptions past deadlines or the University System Insurance Plan will be in danger of losing the pre-tax benefit.
- Your CHOICES re-enrollment packets will be arriving to your campus mail address the first part of APRIL. The packet will include a letter with your current CHOICES selections.
- Online Re-enrollment Computer Lab Assistance is Available, please refer to <http://www.montana.edu/wwwpn/HealthBenefits/2009%20Small%20CHOICES%20flyer.pdf> for dates, times and location.
- The Office of the Commissioner of Higher Education will be presenting re-enrollment updates on April 22<sup>nd</sup>, SUB Ballroom D at 12:30–2:00 & 3:00–4:30.
- Vendor Information Sessions will be held April 22<sup>nd</sup>, SUB Ballroom D as follows:
  - Allegiance: 8:00 – 9:00
  - Blue Cross/Blue Shield: 9:30 – 10:30
  - New West: 11:00 – 12:00
- CHOICES Re-enrollment Help Sessions will be held by Human Resources April 23<sup>rd</sup> – SUB 235 at Noon – 1:00pm & April 28<sup>th</sup> – SUB 235 Noon – 1:00pm.
- PLEASE NOTE: If you do not wish to change your coverage there is no need to re-enroll. **HOWEVER**, it is highly recommended that employees go online to ensure their elections are correct. **IN ADDITION**, to participate in an Optional Reimbursement Account(s) (Health Care & Dependent Care Flex Accounts) and to continue Dependent Premium Waivers you are **REQUIRED** to re-enroll.
- All working retirees wishing to re-enroll into Medical & Premium Re-imbursment Accounts must turn in a Gold Re-imbursment Form to the Human Resources office by 5pm on May 15<sup>th</sup>.

**Human Resources**  
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