



SOUTHAMPTON COUNTY SCHOOLS

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Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
Christopher Smith, Sr., Vice-Chair

April 25, 2023

TO: All Employees

SUBJECT: Open Enrollment for Health Insurance

Effective July 1, 2023, Southampton County Schools will offer the following three health plan options through the Local Choice Program: Key Advantage 250, Key Advantage 500, and the Optima Health Vantage HMO. **Eligible employees include all full-time and part-time contracted employees.**

Open Enrollment will be held from **May 2nd through May 16th**. All eligible employees making changes or adding coverage must fill out an enrollment form. Enrollment forms benefit brochures, and new rates are available on our district's intranet <http://intranet.southampton.k12.va>. The enrollment form must be completed, signed and returned to my office within the enrollment period.

Enrollment sections to be completed:

- Part 1
- Part 2
- Part 3
- Part 4 (must be filled out entirely)

If you chose to waive coverage you MUST fill out:

- Part 1
- Part 3
- Part 4 (must be filled out entirely)

All changes will be effective **July 1, 2023**. Please be aware that this is the only time you can make changes to your plan (add/drop coverage, add/drop dependents, change plans) unless you experience a Qualifying Mid-year Event. **If you are not making changes, you do not need to complete an enrollment form.**

Please contact the finance department at the central office if you have any questions or concerns. You may also email any questions to jaimenh@southampton.k12.va.us.

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