



## **SOUTHAMPTON COUNTY SCHOOLS**

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Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chairman  
Denise Bunn, Vice-Chairman

April 16, 2025

TO: All Employees

SUBJECT: Open Enrollment for Health Insurance

Effective July 1, 2025, Southampton County Schools will offer the following three health plan options through the Local Choice Program: Key Advantage 250, Key Advantage 500, and the Sentara Health Vantage HMO (Formerly Optima). Eligible employees include all full-time and part-time contracted employees.

Open Enrollment will be held from May 1, 2025 through May 15, 2025. 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 districts intranet at <http://intranet.southampton.k12.va> or you can use the Local Choice Link at <https://www.thelocalchoice.virginia.gov/planinfo/employeeplans.html>. The enrollment form must be completed, signed and returned to my office within the enrollment period.

Enrollment sections to be completed:

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

If you choose to waive coverage you MUST fill out:

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

All changes will be effective July 1, 2025. 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](mailto:jaimenh@southampton.k12.va.us).

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