



2025 OPEN ENROLLMENT



**YOUR
BENEFITS.
YOUR
CHOICE.**



What is Open Enrollment?

- Open Enrollment is the one time during the calendar year when you can change your health plan coverages without a Qualifying Life Event.
- An opportunity to sign up for new benefits
- Changes made during this time will be effective for the 2025 plan year beginning January 1, 2025.



What Can I Do During Open Enrollment?

- Change your health plan coverage
- Add or remove dependents to/from your City health plans
- Enroll or renew enrollment in a Flexible Spending Account (FSA) or Dependent Care Assistance Program (DCAP).
- Change your voluntary life insurance coverage.
- Update your life insurance beneficiaries.
- Review and update your personal contact and emergency contact information.



When is Open Enrollment?

Open Enrollment will begin: **MONDAY, SEPTEMBER 30, 2024**

Open Enrollment will end: **FRIDAY, OCTOBER 25, 2024**

Mark your Calendar!!

September 2024						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

© infoDiagram.com

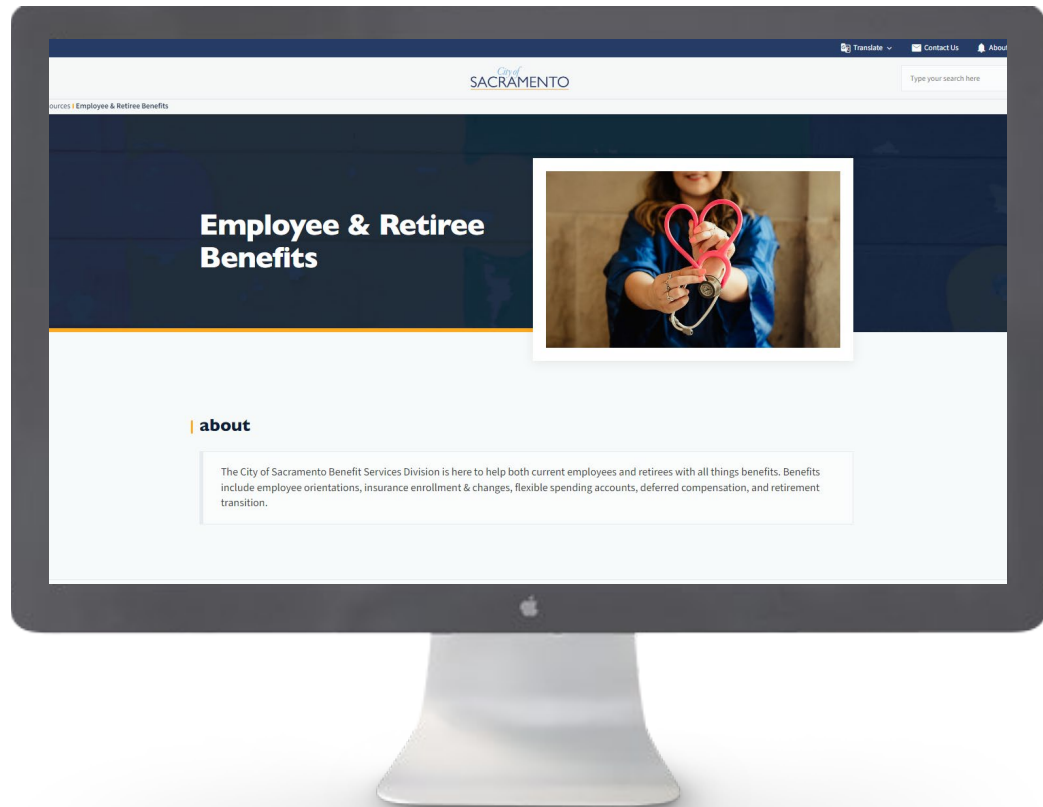
How Do I Make My Changes?

Make Open Enrollment changes via eCAPS from any computer or mobile device with an internet connection.

<https://eCAPS.cityofsacramento.org>



How Can I Get Assistance?



We are offering several methods for you to receive assistance with your Open Enrollment questions.



Email your questions to openenrollment@cityofsacramento.org



You can book a one-on-one virtual session with a Benefit Services team member by visiting the Benefit Services webpage and clicking the link “Schedule an appointment with a Benefit Services team member.”



Contact the Benefit Services [team member assigned to your department](#) by email, telephone, or Microsoft Teams.

BENEFIT SERVICES DEPARTMENT ASSIGNMENTS

Dept IDs	Department	Benefit Services Contact	Telephone	Email
01	Mayor / Council / Auditor / OPSA	Mariah Feliciano	808-8399	MFeliciano@cityofsacramento.org
02	City Manager (Economic Development)	Mariah Feliciano	808-8399	MFeliciano@cityofsacramento.org
03	City Attorney	Natalie Wilhite	808-8923	NWilhite@cityofsacramento.org
04	City Clerk	Mariah Feliciano	808-8399	MFeliciano@cityofsacramento.org
05	City Treasurer	Benefit Services	808-5665	benefitservices@cityofsacramento.org
06	Finance	Mariah Feliciano	808-8399	MFeliciano@cityofsacramento.org
07	IT	Raymond Camozzi	808-7953	RCamozzi@cityofsacramento.org
08	Human Resources	Raymond Camozzi	808-7953	RCamozzi@cityofsacramento.org
11	Police	Raymond Camozzi	808-7953	RCamozzi@cityofsacramento.org
12	Fire	Natalie Wilhite	808-8923	NWilhite@cityofsacramento.org
14	Utilities	Benefit Services	808-5665	benefitservices@cityofsacramento.org
15	Public Works	Corrina Mitchell	808-7656	CMitchell1@cityofsacramento.org
17	Convention & Cultural Services	Natalie Wilhite	808-8923	NWilhite@cityofsacramento.org
18	Economic Development Dept	Mariah Feliciano	808-8399	MFeliciano@cityofsacramento.org
19	Youth, Parks, & Community Enrichment	Corrina Mitchell	808-7656	CMitchell1@cityofsacramento.org
21	Community Development	Mariah Feliciano	808-8399	MFeliciano@cityofsacramento.org
23	Department of Community Response	Raymond Camozzi	808-7953	RCamozzi@cityofsacramento.org
80	Citywide	Natalie Wilhite	808-8923	NWilhite@cityofsacramento.org

Summary

- Make changes to your benefits for the 2024 plan year by **Friday, October 25, 2024.**
- Changes will not be accepted after Open Enrollment closes.
- Enrollments and changes for the 2025 plan year will be effective **January 1, 2025.**
- Premiums associated with benefit enrollments will be reflected on the **January 7, 2025,** paycheck.

DON'T FORGET TO



Review my benefits

Read the Employee Benefits Handbook

Make my Open Enrollment Changes

Enroll or Re-Enroll in Flexible Spending

Submit Enrollment changes

Review/print my election statement

Submit any supporting documentation to Benefit Services by 11/15/2024

Schedule an appointment through Bookings for assistance



DEADLINE – 10/25/2024



How Well Do You Know Your Benefits?!

- Download and PLAY *2 Truths & 1 Myth* - located on the [Active Employee Benefits webpage](#).
- Find as many words as possible
- Email your completed game form to OpenEnrollment@cityofsacramento.org
- Final entry is October 25, 2024

WIN OPEN ENROLLMENT PRIZES!



Open Enrollment DEADLINE October 25, 2024