

Open Enrollment Ends on November 30th! *

Open Enrollment is ending soon! You should have received an email or mailed packet from the Office of Retirement Services containing information and forms for Open Enrollment. **The last day to submit your Open Enrollment form is November 30, 2024.** Open Enrollment forms submitted after November 30, 2024 will not be accepted. **As always, you are only required to submit an Open Enrollment form if you're making a change or re-enrolling in an in-lieu program.**

IMPORTANT: If you are currently enrolled in Health and/or Dental In-Lieu you will need to submit an Open Enrollment form and elect to enroll In-Lieu for 2025. **Health In-Lieu does not automatically carryover into the new year!**

Forms and information are also available on our [Open Enrollment Website](#).

For members who only qualify for Voluntary Insurances, you will NOT receive an Open Enrollment packet. Voluntary Insurance options include Vision and Personal Accident Insurance (AD&D). Visit the Retirement Services [Open Enrollment Website](#) for plan information and the required form for Vision enrollment. If you are interested in adding AD&D, please call: 408-794-1000

How to Submit an Open Enrollment Change Form:

Submit online via [MemberDirect](#), fax to (408) 392-6732, or mail/drop-off at the Office of Retirement Services (office hours M-F, 8-5). For MemberDirect, login and click "Open Enrollment," then complete and submit your form online. Please be advised when re-electing "health In-Lieu" **you must select "Medical/Dental Health In-Lieu."** If you select "No Change", this does not automatically re-enroll you in health In-Lieu in 2025.

Afraid you'll miss the deadline, MemberDirect account users may submit their Open Enrollment election forms online! Log into your MemberDirect account, forms can be found under "Open Enrollment".

Submitting a paper form? Submit via fax to (408) 392-6732. Forms, Rates and Plan Comparisons are available on the [Open Enrollment website](#). For any questions or additional assistance with the online form, please contact our office via email at SJROpenEnrollment@sanjoseca.gov or by phone (408) 794-1000 or toll-free at (800) 732-6477.

***HOLIDAY CLOSURE:** The Office of Retirement Services will be closed for the Thanksgiving Holiday on both Thursday, November 28th and Friday, November 29th. Submissions will be accepted electronically through Saturday, November 30th and mailed forms must be post marked by November, 30 2024.

*The Health Team | 2025 Open Enrollment
City of San Jose | Office of Retirement Services*

1737 N. 1st Street, Suite 600 San José, CA 95112

Phone: (408) 794-1000 | **Fax:** (408) 392-6732 | **Email:** sjropenenrollment@sanjoseca.gov

Website: openenrollment.sjretirement.com | www.sjretirement.com