

## Benefits Enrollment Checklist

As a new employee of Loudoun County Government, you may be eligible for various benefits. You will want to make sure to consider your options for enrolling in these benefits. Please note that there are specific deadlines that your online enrollment must be completed and/or paperwork received for each benefit. If you miss the deadline, you may have to wait until the next open enrollment period or complete *Evidence of Insurability* questionnaires which are subject to medical underwriting approval. The following is a checklist to help you keep track of those deadlines and the enrollments you have completed.

BENEFIT	DEADLINE	COMPLETED
<b>Health Plan</b> – Medical, Prescription, Dental & Vision. Complete enrollment through <a href="#">myLoudoun Employee Self-Service</a> .	<b>45 days</b> from date of hire / 1 <sup>st</sup> day of employment.	
<b>Eligibility Docs</b> - Documents are required to support eligibility if enrolling a spouse or dependent child(ren) in the health plan. Email: <a href="mailto:eligibility@loudoun.gov">eligibility@loudoun.gov</a> , fax: 571-258-3212, or mail to: Benefits, P.O. Box 7000, MSC# 42, Leesburg, VA 20175.	Last day of the month in which coverage becomes effective.	
<b>Flexible Spending Account – Medical or Dependent Care</b> Complete enrollment through <a href="#">myLoudoun Employee Self-Service</a> .	<b>45 days</b> from date of hire / 1 <sup>st</sup> day of employment.	
<b>Optional Life Insurance Coverage<sup>1</sup></b> - Complete enrollment through <a href="http://www.varetire.org">www.varetire.org</a> . Employee optional life is guaranteed issue to certain limits, if application is completed within 31 days of hire. Optional life for spouse and/or children may also be purchased. After 31 days, the application must be accompanied by form <i>VRS-32 Evidence of Insurability</i> for each person. Forms are also available from the VRS website. <a href="http://www.varetire.org">www.varetire.org</a> .	<b>31 days</b> from date of hire / 1 <sup>st</sup> day of employment. **After 31 days <i>Evidence of Insurability</i> is required. Complete form <i>VRS-32</i> .	
<b>Long-term Disability Buy-up (VRS Plan 1 &amp; 2 members only)</b> – Eligible employees are auto-enrolled in core disability coverage. LTD Buy-up is available for purchase. Elect coverage through <a href="#">myLoudoun Employee Self-Service</a> . <i>Evidence of Insurability</i> must be completed if coverage is elected outside of the 31-day initial enrollment period.	<b>31 days</b> from date of hire. **After 31 days <i>Evidence of Insurability</i> is required via the Benefits portal.	
<b>Deferred Comp – MissionSquare Retirement 457 Plan &amp;/or Payroll Roth IRA<sup>1</sup></b> - Complete enrollment and designate beneficiaries through <a href="http://www.missionsq.org">www.missionsq.org</a> .	Elections are effective monthly.	
<b>VRS Hybrid Plan – Voluntary Contributions<sup>1</sup></b> Go to <a href="http://www.varetire.org/dcp">www.varetire.org/dcp</a> . Log-in and select <i>Plan #307059</i> , then <i>Future Allocations - Change My Future Allocations</i> .	Elections are effective quarterly.	

Return paper forms to the Benefits Division at 1 Harrison St., S.E., 4<sup>th</sup> Floor, Leesburg, VA or interoffice mail to MSC# 42. If you have any questions about benefits enrollment, please contact the **Benefits Help Line** at 703-777-0517 or email us at [benefits@loudoun.gov](mailto:benefits@loudoun.gov).

<sup>1</sup> Please note that it may take up to two weeks to gain access to the vendor's site to enroll online. For deferred comp, you will gain access to the site following your first paycheck.