



## Galena Park ISD Summer Benefits Newsletter

### Online Self Enrollment, Administration Building Room Q106

Employee Benefits will assist you with enrolling on line  
Laptops will be provided  
Bilingual assistance available

Monday-Thursday, July 10<sup>th</sup> – July 28<sup>th</sup>, 8am-5pm  
and

Monday-Friday, July 31<sup>st</sup> - August 22<sup>nd</sup>, 8am to 5pm

### In Person - Face to Face - Zotz, Room 6017

Monday-Thursday, July 10<sup>th</sup> – July 28<sup>th</sup>, 8am to 5pm  
and

Monday-Friday, July 31<sup>st</sup> - August 22<sup>nd</sup>, 8am to 5pm

### Inscripciones abiertas

#### Inscripción abierta en línea será en el edificio de administración, sala de Q106

Empleados de beneficios los guiará a través de la inscripción on-line  
Se suministrará computadoras portátiles  
Asistencia bilingüe disponible

Lunes a Jueves, 10 de julio-3 de agosto, 8am-5pm

Y

Lunes a Viernes, 7 de agosto-22 de agosto, 8am-5pm

#### En persona - cara a cara la inscripción-Zotz, sala 6017

Lunes a Jueves, 10 de julio-3 de agosto, 8am-5pm

Y

Lunes a Viernes, 7 de agosto-22 de agosto, 8am-5pm

## Do You Want To Keep The Same Benefits for the New Plan Year? Then "Passive Enrollment" Is Just For You!

This means you will complete a few simple steps to keep all of your current benefits for the new year. Follow the instructions below beginning July 10th to complete your Passive Online Enrollment.

### FOLLOW THESE INSTRUCTIONS ONLINE

- #1. Go to <http://benefits.ffga.com/ISD> and Enter your employer name
- #2. Your **User ID** is your Social Security Number
- #3 Your **Password** is the last 4 digits of your Social Security Number and the last 2 digits of the year you were born.
- #4. Once you are logged in you will see a **Welcome Screen**, press <Next>
- #5. Verify your dependents listed. Remember, you cannot cover anyone age 26 or older on any plan except for Texas Life unless the person is disabled.

If you need to make changes to one of your dependents, click on the <**Pencil**> icon on the right hand side of the name, and edit the information. Be sure to press <**Save**> once you are finished.

#6. You will now be on the **Benefit Summary** page. The list of products shown are the products you are eligible to purchase.

If you want to keep the product the same as you currently have press <**Keep Existing Election**>  
If you want to change the product, amount, who is covered etc., press <**Edit this Election**>, and make your edit's. Keep in mind if you no longer want a product, you must select <**Edit this Election**> and then select <**Waive**> to cancel enrollment in the product.

#7. Save your selections by entering your password in the **Sign and Submit**

Once you have selected all of your benefits the **Sign Forms Page** will display. All applications will be displayed that require an electronic signature. Your applications will appear as you click **Next**.

Review each form carefully. Some applications must be printed and signed in ink and returned to your benefits office, please be certain to read the instructions at the bottom of each application.

Follow the instructions by entering your **PIN**, click <**Next**> and/or <**Signing Form**>.

**Sign/Submit Complete**

**Congratulations!**

Your enrollment is complete once you see the word **CONGRATULATIONS!**



## Are You Adding a Dependent That Was Not On Our Plan Last Year?

If you are adding a dependent that has not been on our plan in the previous year, you must provide the following item in order to add them to a plan:

### 1. Proof of Relation

- Birth Certificate
- Marriage Certificate
- Common Law Certificate
- Foster Care paperwork
- Adoption paperwork etc.

### 2. Your Dependents Social Security Card



## WHO CAN I ADD ON MY PLAN?

Under the Galena Park ISD insurance plans, only legal dependents may be enrolled. Legal dependents include:

- ◆ A child under age 26, who is one of the following:
  - ⇒ A natural child
  - ⇒ Adopted child or a child who is lawfully placed for legal adoption
  - ⇒ Step children
  - ⇒ Foster child
- ◆ A child under your legal guardianship
- ◆ Legal Spouse

- ◆ Common Law Spouse, with valid Common Law Certificate
- ◆ A grandchild whose primary residence is the household of the employee AND who is a dependent of the employee for federal income tax purposes

A child age 26 or over may be eligible for dependent coverage if the child is disabled. Please contact Employee Benefits if you believe your child qualifies for continued benefits past the age of 26.

## Benefit Available on the “Employee Service Center”

Beginning September 1, 2017, you will be able to view all of your insurance benefits in the “Employee Service Center” on Teams.

Simply go to the “Employee Service Center” and select the “Benefits” option to view your current rates and coverages.

Summer is approaching, and so are those summer colds & allergies.

Don't forget to call **TELADOC**

TelaDoc is **FREE**

(To avoid a charge, be sure to let the TelaDoc nurse know that you are on the GPISD plan if you are on ActiveCare 1 HD or have Waived coverage, and that you are on the TRS plan if you are on ActiveCare 2 or Select.)

TelaDoc is 24 hours-7 days a week.

Call **1-800-TELADOC** today!



**Are you looking for ways to save for your future retirement?**

GPISD offers a 403(b) , a 457, and Roth deferred compensation savings plans. You can join a plan anytime during the year.

The 403(b) and 457 plans are pretax savings plans, and the Roth plans are post tax savings plans.

Call Employee Benefits today to save for your future!

**Get Out Those Great Summer Tomatoes and Enjoy Some Bruschetta!**

**Ingredients:**

- 6-7 plum tomatoes
- 2 cloves garlic, minced
- 1 tbsp. extra virgin olive oil
- 1 tsp. balsamic vinegar
- 6-8 fresh basil leaves, thinly sliced/chopped
- 1 tsp. salt (optional)
- 1/2 tsp black pepper



Mix well together and serve on French bread baguette or Italian bread sliced!

Did you know tomatoes have antioxidants and are good for your skin, help maintain strong bones, help repair damage to your skin from smoking, are good for your heart, hair, kidney, and eyes, and some studies have show they can help prevent cancer. <https://www.floridatomatoes.org>, <https://www.medicalnewstoday.com>

**Do you have a Benefit Question? Call one of your Employee Benefits Team Members for assistance.**

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