
Risk Management City of Youngstown, Ohio

Mayor Jamael Tito Brown

City Hall 26 S. Phelps Street, Youngstown, Ohio 44503 330-742-8969

TO: All Full-Time City Employees

FROM: Marti Kane
HR Supervisor

RE: Open Enrollment for Health Insurance

DATE: December 26, 2023

Open enrollment for the City of Youngstown's health care plan will take place from December 26, 2023 through January 26, 2024. This will be the only open enrollment period until January of 2025.

Any employee who is currently waiving health insurance coverage and/or dental & vision coverage may elect to pick up coverage for themselves and eligible dependents during the open enrollment period. Also, any employee who is already enrolled in the health care plan, and wants to make changes (i.e. add eligible dependents) may do so during this period.

If you want to enroll or make changes, please call me at (330) 742-8969; or send me an email. I will send you the appropriate forms via email or interoffice mail. **All forms must be completed and submitted to me by Friday, January 26, 2024. Changes submitted during open enrollment will take effect February 1, 2024.**

Now is also a good time to **review and update your life insurance beneficiary** information. If your life insurance is administered by the City, please contact me at (330) 742-8969 to review and/or update your information. **AFSCME 2312 and AFSCME 2726 members should contact the AFSCME Care Plan or a union representative to review or update their life insurance information.**

Also, please remember to report all changes in family status (marriage, divorce, birth of child, death of covered member, etc.) within 30 days of the change. Failure to do so may result in employee having to reimburse the City for full premiums/costs paid for an ineligible dependent; or delay in enrolling an employee and/or dependent for benefits until next open enrollment.