

---

# **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:** Mark Jenkins  
HR Supervisor

**RE:** Open Enrollment Notice for 2026

**DATE:** December 15, 2025

---

Open enrollment for the City of Youngstown will take place **January 12, 2026 through January 27, 2026**. This will be the only open enrollment period until January 2027. Information regarding plan prices for 2026 will be announced early in the new year.

Any employee who is currently waiving health insurance and/or dental & vision coverage may elect to enroll themselves and any eligible dependents during this period. Employees who are already enrolled and wish to make changes (such as adding or removing eligible dependents) may also do so at this time. If you wish to change your Guardian dental or vision networks, this is the time to make that selection (non-AFSCME employees only). Additionally, Guardian (dental/vision) no longer mails physical cards to employees. Attached you will find a PDF file to register for an online account through Guardian for your digital ID cards for you and any dependents. For any dental/vision account registration issues, please contact 877-500-2386.

To enroll or make changes, the quickest way to contact me is by email at **mjenkins@youngstownohio.gov**. I will send the required forms via email or interoffice mail. **All forms must be completed and returned to me by Tuesday, January 27, 2026. Forms received after this date cannot be accepted, as I will no longer have access to the open enrollment section of our portal.**

All changes submitted during open enrollment will take effect February 1, 2026.

**Reminder:** Changes outside of a qualifying life event will not be accepted outside of open enrollment. You must report all qualifying life events (marriage, divorce, birth/adoption of a child, death of a covered member, etc.) within **30 days** of the event. Failure to report timely may result in the employee being responsible for reimbursing the City for premiums paid on behalf of an ineligible dependent, or may delay enrollment until the next open enrollment period.

Please reach out with any questions.

Sincerely,  
Mark Jenkins  
Human Resources Supervisor  
Phone: 330-742-8969  
Fax: 330-742-8757  
[mjenkins@youngstownohio.gov](mailto:mjenkins@youngstownohio.gov)



# Guardian Registration Line 877-500-2386

## Group No. 00050213 City of Youngstown

# Convenient access to your workplace benefits

Guardian Anytime makes it easy and convenient to access your benefits online, anytime, anywhere. Services available include:

## 1 Access your benefit details

- View, download, and print materials
  - Member dental and vision ID cards
  - Benefit summaries
  - Forms
  - Certificate booklets



## 2 Submit and view claims details

- Submit a new claim and check claim status
- Receive email alerts when claims are paid or view information
- Estimate the cost of dental care (if applicable)

## 3 Dental and vision provider search

- Find a dental or vision provider

## 4 Enroll and make changes to benefits\*

- Update contact information
- Update dependent information



### Real-time assistance

Chat with our virtual assistant 24/7 or speak to a live representative about your benefits, claims inquiries, or for help using Guardian Anytime.

### Registering is easy!

- 1 Go to [guardianlife.com](http://guardianlife.com) and click on "Log in".
- 2 To register, choose "Register now" and select "Guardian Anytime".
- 3 Select "employee" for yourself or "child, spouse, or partner" for your dependents.
- 4 Complete the self registration process, click "Submit" and you're done.