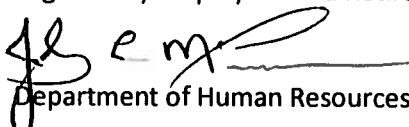




**CITY OF RICHMOND**  
(For Intracity Correspondence)

**DATE:** May 16, 2014  
**TO:** Eligible City Employees and Retirees  
**FROM:**   
Department of Human Resources  
**SUBJECT:** Annual Dental Insurance Open Enrollment Period May 27, 2014 – June 21, 2014

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The dental insurance plan offered by the City will remain with Delta Dental of Virginia.

**Active employees** who wish to enroll; change their plan; or change their dependent coverage are required to make the change through the RAPIDS employee self-serve "My Benefits" module. The online "My Benefits" enrollment period is from May 27, 2014 – June 21, 2014.

Eligible employees are defined as:

- Permanent, full time, or
- Permanent part time employees working 20 or more hours per week.

**Eligible retirees** who wish to enroll; change their plan; or change their dependent coverage are required to complete a new enrollment form. The enrollment form should be completed and submitted to the Richmond Retirement System, and all forms must be received BEFORE 5:00 p.m., Friday, June 20, 2014.

Forms can be submitted by mail or in-person to the Richmond Retirement System at City Hall. Walk in hours are Monday to Friday from 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m.

The address for the Richmond Retirement system is: 900 E. Broad Street, Suite 400, Richmond, VA 23219. DO NOT send enrollment forms directly to Delta Dental.

**Important notes regarding enrollment that applies to active employees and retirees:**

- If you do not wish to make any changes, then you do not need to re-enroll. Your current benefit election will continue during FY15.
- If you chose to add a dependent to the plan, proof of eligibility must be provided (birth certificate, adoption certificate, court order, marriage certificate, etc.) at the time of enrollment.
- You do not need to submit dependent verification documentation for dependents already covered under your Delta Dental plan.

**DELTA DENTAL PLANS**

**DeltaCare Program** – Participants select a panel dentist from the selected DeltaCare network for their dental care needs. A list of panel dentists may be obtained from the Delta Dental representative at the open enrollment sessions or visit [www.deltadentalva.com](http://www.deltadentalva.com). The participant is not required to file a claim form; however, the participant is responsible for a co-payment.

**Delta Dental PPO Premier Plan** – Under the Delta Dental PPO Premier Plan you have the option to use In – Network and Out-of-Network Providers of your choice. Preventive care visits are covered at 100%. You will be responsible for a deductible, co-insurance, and any out-of-pocket expenses determined by the agreement Delta Dental has with the dentist.

Below is the schedule of the information meetings that will be conducted. Employees and retirees are welcome to attend any meeting except the meetings specifically conducted for the Sheriff's department employees located at the city jail.

Date	Time	Location
Tuesday - May 27	1:00 pm to 3:00 pm	Pine Camp Cultural Arts Center-4901 Old Brook Rd. Multipurpose Room C
Wednesday - May 28	9:00 am to 11:00 am	City Hall - Council Chambers - 2 <sup>nd</sup> floor
Wednesday- May 28	2:00 pm to 4:00 pm	Social Services – Marshall Plaza 3 <sup>rd</sup> floor, Training Room B
Friday- May 30	2:00 pm to 4:00 pm	Sheriff's Office – Richmond City Jail- Female Housing Unit <b>(Sheriff staff only)</b>
Monday- June 2	2:30 pm to 4:30 pm	John Marshall Circuit Court – 400 N 9 <sup>th</sup> Street – Auditorium Lower Level
Tuesday- June 3	7:30 am to 9:30 am	911 Emergency Communications Center – 3516 Hopkins Road – Training Room
Tuesday- June 3	9:00 am to 11:00 am	City Hall - Council Chambers - 2 <sup>nd</sup> floor
Wednesday- June 4	7:30 am to 9:30 am	911 Emergency Communications Center – 3516 Hopkins Road – Training Room
Thursday- June 5	8:00 am to 10:00 am	DPU Operations Center – 400 Jefferson Davis Highway - Atrium
Thursday- June 5	1:00 pm to 3:00 pm	Fire Headquarters – 201 E Franklin St, 1 <sup>st</sup> floor Auditorium
Friday- June 6	10:00 am to 12:00 pm	Fire Headquarters – 201 E Franklin St, 1 <sup>st</sup> floor Auditorium
Friday- June 6	1:00 pm to 3:00 pm	Southside Community Service Center-4100 Hull St.-2 <sup>nd</sup> floor Conference Room
Monday- June 9	2:00 pm to 4:00 pm	Police Academy – 1202 West Graham Rd - Room 103 – 1 <sup>st</sup> floor
Tuesday- June 10	8:00 am to 10:00 am	DPW Hopkins Road – 3506 Hopkins Rd - Assembly Room
Tuesday- June 10	2:00 pm to 4:00 pm	Police Headquarters – 200 W Grace St – Target Review Conference Room 236
Wednesday- June 11	8:00 am to 10:00 am	DPW Parker Field Complex – 2720 Hermitage Rd – Assembly Room
Thursday- June 12	1:00 pm to 3:00 pm	Fire Headquarters – 201 E Franklin St, 1 <sup>st</sup> floor Auditorium
Wednesday- June 18	1:00 pm to 3:00 pm	Southside Community Service Center-4100 Hull St.-2 <sup>nd</sup> floor Conference Room
Wednesday- June 18	2:00 pm to 4:00 pm	DPU Operations Center – 400 Jefferson Davis Highway – Auditorium Lower Level
Thursday – June 19	3:00 pm to 5:00 pm	Sheriff's Office – Richmond City Jail- Female Housing Unit <b>(Sheriff staff only)</b>

**NEW DELTA DENTAL PREMIUMS RATES**  
Effective August 1, 2014

Coverage	Employee (Paid BIWEEKLY)		Retiree (Paid MONTHLY)	
	DeltaCare	PPO/Premier	DeltaCare	PPO/Premier
EE only (single)	\$9.57	\$14.24	\$19.14	\$28.48
EE plus spouse	\$19.50	\$29.34	\$39.00	\$58.67
EE plus child	\$15.66	\$23.50	\$31.32	\$47.00
EE plus family	\$26.70	\$46.37	\$53.40	\$92.74

*Note: Eligible employees are paid biweekly and eligible retirees are paid monthly; however, rates are the same.*

Delta Dental uses the same form for enrollment and/or plan changes. Please call the Department of Human Resources at 804-646-5660 for additional information or Delta Dental Member Services at 1-800-237-6060.

To ensure that all changes have been made, employees should carefully review their July 3, 2014 payment and retirees should carefully review their July 31, 2014 payment. The effective coverage date is August 1, 2014.

**CHANGES FOR DENTAL COVERAGE THROUGHOUT THE YEAR**

**Within 30 days of a qualifying event, you may discontinue, add or modify your dental coverage enrollment.**

**QUALIFYING STATUS CHANGE MAY BE THE FOLLOWING:**

Change in legal marital status – marriage, divorce, death of a spouse, legal separation or annulment of marriage;

Change in number of dependents (Note: gaining or losing an individual who is not a tax dependent does not allow an enrollment change);

Change in employment status – termination of employment by spouse or dependent;

Reduction or increase in number of work hours by employee, spouse, or dependent;

Dependent satisfies or ceases to satisfy dependent eligibility requirements –such as attainment of limiting age;

Commencement or termination of adoption proceedings;

Judgment, Decree or Order resulting from a divorce, legal separation, annulment or change in legal custody (including a Qualified Medical Child Support Order).