

Important Open Enrollment Information for ORP Retiree Enrollees

Open Enrollment Period: April 17, 2012 – May 16, 2012
For Plan Year: July 1, 2012 - June 30, 2013

Please review your enclosed Open Enrollment Benefits Statement and the July 1, 2012-June 30, 2013 Benefits Guide for information on benefits, eligible dependents, required documentation and further instructions.

If you do not wish to make changes to your current benefits, **you do not need to do anything**. All current benefits will automatically roll over to the new plan year.

If you wish to make a change to your current benefits, enroll in a plan for the first time, or cancel coverage during Open Enrollment, you will need to complete the enclosed enrollment form and follow the instructions below.

If you are enrolled as an Optional Retiree Program (ORP) participant, you must mail your completed and signed enrollment form **postmarked** no later than **May 16, 2012** to:

Employee Benefits Division
Attention: Enrollment Unit
301 West Preston Street, Room 510
Baltimore, Maryland 21201

Premium payment coupons will be mailed on or about June 19, 2012 for the Plan Year July 1, 2012-June 30, 2013. However, if you have outstanding premiums for the plan year July 1, 2011 – June 30, 2012 and a payment is received, your payment will be applied to unpaid premiums first, before being applied to the new plan year beginning July 1, 2012.

Premium payments are due by the first of each month. If payment is not received by the first of the month, your benefits will be placed on a “withhold care” status with the benefit carriers, until payment has been received. If payment is not received by the end of the grace period, your benefits will be terminated. If enrollment is cancelled because the required payment is not received, the employee or qualified beneficiary will not have the opportunity to enroll again until the next Open Enrollment, if eligible. **These payment procedures will be strictly enforced!**

Contact the Employee Benefits Division for Open Enrollment assistance at 410- 767-4775 (or toll-free at 1-800-307-8283), Monday thru Friday, 8:30 am to 4:30 pm Eastern Time.