



MEMORANDUM

To: Franklin County Full-Time Employees
From: Betty Jo Readnow, Human Resource Director
Date: October 10, 2022
Re: 2023 Open Enrollment Period will be October 24– November 4, 2022

All Changes Are Effective January 1, 2023

Outside of the Open Enrollment window, you may only enroll, cancel or change coverage during the plan year of January-December 2023 by meeting one of the following qualifying events: new employee, marriage, divorce, death of spouse or child, birth or adoption of child, employment status change of employee or spouse, resignation or retirement.

All full-time (1560 or more hours annually) employees MUST complete a Franklin County Fiscal Court Election Form for 2023 regardless of participation.

If you decline participation, please sign the bottom of page 2 under “I decline participation”.

If no changes are needed, please complete the form by marking your current coverage, (*you can look at your last pay stub for that information*) initial both areas under **additional terms**, sign and date under **authorization**.

Flexible Spending Account - Health Reimbursement Arrangement (waiver) - Dependent Care Account participants must complete a new McGregor & Associates form.

Open Enrollment appointments may be scheduled by one of the following: You can also attend one of the scheduled locations I will be at conducting open enrollment.

1. In-person appointment - Call (502)875-8751 ext. 1317 and ask the Receptionist to schedule a time slot to meet in person at 315 West Main Street, 3rd floor of the County Clerk building.
2. Telephone appointment - Call (502)875-8751 ext. 1317 and ask the Receptionist to schedule a time slot to meet over the telephone. On your appointment date/time, you will call me at (502)875-8751 ext. 1351.
3. Zoom virtual appointment - Call (502)875-8751 ext. 1317 and ask the Receptionist to schedule a time slot to be held by video. On your appointment date/time, go to www.zoom.us and enter Meeting ID# 84433447147

4. I will be at the following locations on these dates:

Fire Department-Monday, October 24th Tuesday, October 25th, and Wednesday, October 26th from 7:30 am until noon all three days.

Jail- Friday, October 28th 7:00 am-9:00 am, and Thursday, November 3rd, 7:00 am-9:00 am.

Sheriff Office-Thursday, October 27th 10:00 am-1:00 pm and Friday, November 3rd, 3:00 pm- 5:00 pm.

Road Department-Thursday, October 27th, 7:00 am-9:00 am

To help you understand the elective payroll deduction plans available to you, please refer to your enrollment packet materials.

Failure to complete and return your Open Enrollment forms by Monday, November 7th to Betty Jo Readnow, 321 West Main Street, may cause termination of coverage effective January 1, 2023.

For confidentiality purposes, DO NOT e-mail your forms. You may give them to your Admin at your location and they will send them to me.