



**TO:** Wappingers Central School District Employees  
**FROM:** Kristen Crandall, Assistant Superintendent for Finance and Business Development  
**DATE:** April 2021  
**RE:** **Health Insurance & Flexible Spending Account Open Enrollment Period: May 2021**

May is the District's open enrollment period for health insurance and the flexible spending benefits (both medical and dependent care). During this time, ALL District employees must complete the active open enrollment process and may choose to switch health insurance plans, change the level of coverage for either health insurance or flexible spending or enroll for coverage.

The effective date of any change made during the May 2021 open enrollment for health insurance and flexible spending will be July 1, 2021. Please note that absent a qualifying event, (i.e.: loss of alternate coverage, marriage, birth, and adoption) the next opportunity to make a change will not be until open enrollment in May 2022.

What does active open enrollment mean to WCSD employees?

- An active enrollment requires **all** employees, eligible for health insurance and the flexible spending plan, to re-enroll. **Action must be taken between May 3<sup>rd</sup> - May 19<sup>th</sup>, 2021 to retain benefits.**
- **If this is not completed, health insurance benefits will be terminated as of July 1, 2021.**
- **If this is not completed, flexible spending benefits will end as of July 1, 2021.**
- If you elect to NOT carry WCSD insurance you **MUST** use this process to decline enrollment.
- Enrollment will occur via a secure online site called "RKXchange" (RKX).
- The [web address](#) and directions are provided as a reminder on the attached flyer.
- If during your session on RKX you experience difficulties, please contact the **RKXchange Help Line** at **(518) 244-4323**.
- The district will not be offering a health insurance informational meeting.

**Health Insurance Buy-Out Reminder:** Eligible employees, who are not currently enrolled in the health insurance buy-out program, will have the ability to drop coverage during our open enrollment period and enroll in the health insurance buy-out program for the 2021-22 school year. To enroll in the 2021-22 buy-out program, please complete the [buy-out registration form](#). This form should be received by the Office of Human Resources no later than June 14, 2021. If you have any questions regarding the health insurance buy-out program, please contact your Personnel Associate in the Office of Human Resources at 298-5000, extension 40115 or 40116, or via e-mail.