



TO: Wappingers Central School District Employees
FROM: Kristen Crandall, Assistant Superintendent for Finance and Business Development
DATE: April 22, 2022
RE: **Health Insurance & Flexible Spending Account: Open Enrollment Begins May 2, 2022**

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

The effective date of any change made during the May 2022 open enrollment for health insurance and flexible spending will be July 1, 2022. 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 2023.

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 2 - May 20, 2022 to retain benefits.**
- If this is not completed, health insurance benefits will be terminated as of July 1, 2022.
- If this is not completed, flexible spending benefits will end as of July 1, 2022.
- If you elect to NOT carry WCSD insurance you **MUST** use this process to decline enrollment.
- The link to the Benefits Portal and further information is provided on the next page. Enrollment will occur through a secure online site called "RKXchange" (RKX). If during your session on RKX you experience difficulties, please contact the RKSolution Help Desk at (518) 244-4323 or by email at rksolution@rkinsurance.com, Monday through Friday, 8:15am to 4:30pm.
- Registration must be completed on or before Friday, May 20, 2022.
- The district will be offering a virtual health insurance informational meeting on Tuesday, May 10 at 3:30pm. Please see the Health Insurance Website for [details](#). If you have any questions regarding Health Insurance, please contact Ellen Hogan x40113.

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 2022-23 school year. To enroll in the 2022-23 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 30, 2022. If you have any questions regarding the health insurance buy-out program, please contact your Personnel Associate in the Office of Human Resources.

Health Insurance Open Enrollment

Open Enrollment Begins: Monday, May 2, 2022

This portal is available 24/7 for you to elect your benefits on **May 2 - May 20, 2022**. Additionally, you are able to access the portal throughout the year 24/7/365 to view your elections and access the benefit and carrier resources within the site.

Even if you are not planning on participating in any of the benefit offerings for the upcoming year, all benefit eligible employees are REQUIRED to complete our online enrollment election/decline process. Remember, the benefit elections you choose today will become effective on July 1, 2022.

To sign into your account, please follow the steps below:

Signing in:

- Go to: <https://rksolution.employeenavigator.com>
- Simply enter your Username and Password. Remember, your work email was recommended.

Forgot Your Password?

- Go to the RKSolution login screen (<https://rksolution.employeenavigator.com>) and click on “**Reset a forgotten password.**”
- Click Under Forgot Your Password
- Enter Your Username. Remember, your work email was recommended.
- Enter Your Birth Year (YYYY)
- Please note, an email will be generated and sent to your email address previously listed. If you do not receive an email within a few minutes from the RKSolution, your employer may have a firewall set that is restricting the delivery of the email. Therefore, please contact the RKSolution Help Desk at (518)244-4323 or at **rksolution@rkinsurance.com** for assistance.

For routine questions or for help accessing your account, please feel free to contact the RKSolution Help Desk at (518) 244-4323 or by email at rksolution@rkinsurance.com, Monday through Friday, 8:15am to 4:30pm.