



**TO:** Wappingers Central School District Employees  
**FROM:** Kristen Dainty, Assistant Superintendent for Finance and Business Development  
**DATE:** April 21, 2023  
**RE:** Health Insurance & Flexible Spending Accounts - Open Enrollment May 1-19, 2023

May is the District's open enrollment period for health insurance and flexible spending benefits. During this time, all eligible WCSD employees must complete the open enrollment process to choose a health insurance plan, decline coverage, or change the level of coverage for health insurance and flexible spending accounts. The effective date for coverage will be July 1, 2023.

What does active open enrollment mean to WCSD employees?

- Enrollment is required by all eligible employees. 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.
- If enrollment is not completed, health insurance benefits and/or flexible spending benefits will terminate as of July 1, 2023.
- Absent a qualifying event, (loss of alternate coverage, marriage, birth, adoption) the next opportunity to make changes to your coverage will be in May 2024.
- Enrollment will occur through a secure website. If you need website assistance, please contact the RKSolution Help Desk at 518-244-4323, Monday-Friday, 8:15am-4:30pm or email: [rksolution@nfp.com](mailto:rksolution@nfp.com).

**Health Insurance Buy-Out Reminder:**

During the May enrollment period, all eligible employees who are not currently enrolled in the health insurance buy-out program, will have the option to enroll for the 2023-24 school year. To enroll, please complete the [buy-out registration form](#). This form should be received by the Office of Human Resources no later than June 30, 2023. 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

**Monday, May 1, 2023 – Friday, May 19, 2023**

The enrollment portal is available beginning May 1, 2023 through May 19, 2023.

The chosen benefit elections become effective on July 1, 2023.

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.**

**TO SIGN INTO YOUR ACCOUNT, PLEASE FOLLOW THE STEPS BELOW:**

## **Signing in:**

- Go to: <https://rksolution.employeenavigator.com>
- Simply enter your Username and Password.

## **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@nfp.com](mailto:rksolution@nfp.com) for assistance.

\* For the best experience, we recommend you use Google Chrome or Mozilla Firefox for your internet browser. \*

## **For assistance accessing your account:**

Monday-Friday, 8:15am-4:30pm

RKSolution Help Desk: 518-244-4323

Email: [rksolution@nfp.com](mailto:rksolution@nfp.com)