

All documents are located
in the Available Forms
tab of your Records account

It's Open Enrollment!
1. Do I need to complete any
paperwork?

Yes

MANDATORY FOR ALL
EMPLOYEES
A. Complete the 2024
Declaration of Health Care

2. Are you in a benefit eligible role?
(Benefit Eligible = Employees whose primary
position is 17.5 hours per week or more)

Yes

MANDATORY:
B. Complete the 2024 Flexible
Spending Account (FSA) task

3. Are you currently enrolled in
Blue Cross Blue Shield (BCBS)
health insurance through the
Burlington School District?

Do you want to make any
changes to your health insurance
coverage?
- Add or remove a dependent
- Change coverage type
- Cancel coverage

Go to Question 4

A. Complete the 2024 Cash-In-
Lieu Open Enrollment Form*
*Eligibility Limitations apply. See the
CIL Enrollment Form.

Do you have equivalent health
care coverage elsewhere?

Do you want to enroll in
BCBS through BSD?

Go to Question 4

A. Complete the 2024 BCBS Open Enrollment/Change
Form
B. Complete the 2024 HRA Open Enrollment/Change
Form (or 2024 Health Savings Account (HSA) Open
Enrollment form *Silver Plan Only*)

4. Are you currently enrolled in
Cigna Dental Insurance through
the Burlington School District?

Do you want to make any
changes?
- Add or remove a dependent
- Cancel coverage

You have completed all
the necessary paperwork!

You have completed all
the necessary paperwork!

Do you want to enroll in
Cigna Dental through
BSD?

A. Complete the 2024
Cigna Open
Enrollment/Change Form

You have completed all
the necessary paperwork!

Life Insurance: For
beneficiary changes, complete the
Life Insurance - Change of Beneficiary
form. To add or change your coverage,
complete the Life Insurance
Enrollment form.