

# How to Enroll



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Contact the FBMC Service Center or the DCPS Benefits office to request an enrollment form or download it at [dcps.fbmcbenefits.com/retiree](https://dcps.fbmcbenefits.com/retiree).

**NOTE:** If you are making changes to your benefits, you must request or download an enrollment form, complete and return post marked no later than November 3, 2023. If you are not making changes, your benefits will roll over unless you are Medicare-eligible.

### FBMC Service Center

Mon. - Fri., 7 a.m. - 7 p.m. ET  
1-855-5MY-DCPS (1-855-569-3277)

### Duval County Public Schools

Employee Benefits Department  
Mon. - Fri., 7:30 a.m. - 4:30 p.m. ET  
1-904-390-2351

## Benefit Options

### HMO, PPO 1, PPO 2 and High Deductible Health Plans (Under 65 or Over 65 and Ineligible for Medicare)

- If you would like to change plans i.e., change from PPO 1 (prev. Low Deductible) to PPO 2 (prev. No Deductible), you must complete the FBMC enrollment form.
- See the Important Facts About High Deductible Health Plan (HDHP) with HSA section of the 2024 Retiree Benefits Reference Guide before enrolling in the High Deductible Health Plan (HDHP) with HSA.

### Dental, Vision, Identity Theft Protection, IT Technology Support, Hearing Aid Benefit, and PetPlus

If you would like to enroll in or change plans (i.e., change from DeltaCare USA to Delta Dental PPO; add Identity Theft Protection, etc.), you must complete the FBMC enrollment form.

## Cancellations

If you do not wish to continue your Florida Blue Medical, Group Term Life, Dental, Vision, Hearing, PetPlus, Identity Theft Protection, and/or IT Technology Support, place an “X” in the box next to “cancel” on the enrollment form. If you choose to cancel your coverage, your spouse and/or dependent child(ren) cannot remain on the canceled plan.

If you have an existing policy with Allstate, UnitedHealthCare®, Unum, AFLAC or Trustmark and wish to cancel or change coverage, you must contact the providers directly – see the Retiree Benefits Directory for contact information.

Cancellations completed during Open Enrollment will be processed effective Jan. 1, 2024 unless request is made for sooner date.

## Changing Your Coverage

### Changes during the year

If you experience a permitted qualifying event you may be allowed to change your benefit elections during the year. Permitted election change events include, but are not limited to, change in marital status, number of dependents, employment status, residence, HIPAA special enrollment rights, etc. See full terms and conditions at [dcps.fbmcbenefits.com/changing-your-benefits](https://dcps.fbmcbenefits.com/changing-your-benefits).

Election changes will be effective on a prospective basis only, meaning that the District will process all approved mid-year changes on the first day of the month after you have completed a benefits change form and have submitted all required supporting documentation.