

What is Open Enrollment? The one time of year you can make changes to health insurance without a life event and can enroll in flexible spending (flex) for 2023.

- If you have no changes and do not want to enroll in flex, current benefits will continue as is (subject to eligibility, of course!). No action is needed.
- Flex is the only benefit that does not roll over each year due to IRS rules. To enroll in flex, complete the Voluntary Benefits 2023 Open Enrollment (OE) Application.
- OE also opens the window for voluntary benefit additions and changes to voluntary life insurance, legal protection, and ID theft protection.

When? Nov 1st to 30th. Late applications are NOT accepted.

How? Applications are available online at <http://benefits.wincofoods.com/open-enrollment/>. There is one for health insurance and one for voluntary benefits, which includes flex.

- You can print applications from the employee self-service kiosk. Applications are not mailed to you from Benefits, no exceptions. Forms are available as fillable .pdfs, so you can type your information in the form before printing it off; just don't forget to SIGN it with your HAND SIGNATURE before faxing it in.
- Health benefits enrollment requires proof of relationship documentation. Notification will occur by mail if your application is incomplete. You must submit your application along with the missing documentation by the deadline listed in the letter.
- Send in your application(s) early. The fax machines are not busy during the first part of November. Waiting until the 29th or 30th to fax your application(s) is RISKY as the fax machines get VERY BUSY.
 - You should confirm receipt during normal business hours to avoid any issues.
- Applications accepted by mail or fax. Emails are NOT accepted. Interoffice is NOT recommended.
 - Fax to 208-672-2025.
 - Check your confirmation page to make sure it sent successfully and save it as proof it was sent.
 - Be sure the correct side of the page was faxed and that all pages sent.
 - Benefits is not responsible for blank or incomplete application(s)
 - If you have your store fax your application(s), the store is not responsible for the fax. It is your responsibility to make sure the fax was sent correctly and completely.
 - Mail – you can mail your application(s) to Benefits, PO Box 5756, Boise, ID 83705, postmarked no later than Nov. 30, 2022. Please send the envelope certified if you want proof of delivery.
 - If your application is returned to you for missing information, and then returned to WinCo by the Post Office, it will be sent to your store for pickup.
- Please email Benefits at benefits@wincofoods.com to confirm receipt of application(s).
 - If you provide an email on your Voluntary Benefits application, you will receive an email confirmation along with additional information about the benefits(s) you enrolled in.
- Contact Benefits at benefits@wincofoods.com or at 800-341-6543, option 4 with questions.

After OE is complete, this is the timing of your enrollment in voluntary and/or health insurance coverage:

1. Voluntary benefits coverage starts Jan. 1, 2023.
2. Health insurance coverage starts Jan. 1, 2023 pending confirmation of hours. Please note that the hours are evaluated on Jan. 4, 2023.
 - Medical insurance ID cards should be mailed out mid-January; please schedule appointment accordingly (later in January).