



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

Department of Human Resources

**TO:** Henrico County Retirees and Covered Dependents

**FROM:** Human Resources, Benefits Division

**DATE:** October 19, 2023

**SUBJECT:** 2024 Annual Benefits Open Enrollment Period

Henrico County's Retiree 2024 Annual Benefits Open Enrollment period will begin on Wednesday, November 1, 2023, and end on Wednesday, November 22, 2023. During this Open Enrollment period, you may change or waive your Anthem healthcare and/or Delta Dental plan coverage. You may also add or remove dependents on your plan(s). **However, if you waive or have previously waived coverage, you are not permitted to re-enroll at a later date.**

If you are a Medicare eligible retiree or dependent, the **Medicare Open Enrollment Period is from October 15, 2023, through December 7, 2023, for coverage effective January 1, 2024.** You should have received a newsletter from Via Benefits (formerly OneExchange) for information about Medicare's Open Enrollment. You should have received this newsletter by email (if you have provided a valid email address and not opted out of receiving emails) or by U.S Mail.

**Benefits Information and Forms are Online**

You can review 2024 information on the retiree webpage found at [employees.henrico.us/govt-retirees/](http://employees.henrico.us/govt-retirees/). On this site, you can download the forms you need to make any necessary changes to your benefits for 2024. If you are unable to access the information online, you can call or email the Benefits Office. **If you want to keep the same coverage you have today for next year, you do not need to do anything.** If we do not receive a form from you during the enrollment period, you will automatically be enrolled in the same plan(s) for 2024 that you have today.

For those retirees who wish to change their elections, waive coverage, or add/drop dependent(s), please complete the "health enrollment form" and/or "dental enrollment form", located on the retiree webpage. **All completed and signed forms must be returned to the Benefits Office no later than 4:30pm on Wednesday, November 22, 2023.**

Full details regarding coverage, rates, and eligibility may be found online at [employees.henrico.us/govt-retirees/](http://employees.henrico.us/govt-retirees/). If you have any questions or concerns, please contact the Benefits Office at [HR-Benefits@henrico.us](mailto:HR-Benefits@henrico.us) or 804-501-7371.

Sincerely,

HR Benefits

*Partnering a World Class Workforce for a World Class Community*