

JAX STATE HUMAN RESOURCES

BENEFITS

Health, Dental, Vision

PEEHIP

Public Education Employees Health Insurance Plan. Administered by the Retirement Systems of Alabama and Blue Cross Blue Shield. Additional optional plans are offered.

CANOPY

Dental plan offered through Jax State. Offers a high and a low plan.

VSP

Vision Insurance offered through Jax State. Offers a high and a low plan.

FAQ

Q: What and when is Open Enrollment?

A: Open Enrollment is a period of time where employees can enroll in or make changes to their health, dental, and vision insurances. Open Enrollment is from July 1- August 31, with an effective date of October 1st, 2026.

Q: What if I miss the Open Enrollment period?

A: If you miss the Open Enrollment period you will have to wait until the next one. However, there are some exceptions for Qualifying Life Events (QLE) such as marriage, birth/adoption of a child, involuntary loss of coverage, etc.

Q: How do I make changes during Open Enrollment?

A: All changes to health, dental, and vision insurance can be completed online through the RSA portal or through Employee Navigator, depending on the type of insurance.

RSA Portal:

<https://mso.rsa-al.gov/Common/Pages/Login.aspx>

Employee Navigator:

<https://www.employeenavigator.com>

Q: What if I want to keep my current elections?

A: If you do not want to make any changes to your current elections, then no action is required. Please be aware that you DO have to re-enroll every year for the Flexible Spending Account, Dependent Care Reimbursement Account, and the Premium Assistance Program.

FAQ Continued

Q: What documents do I need to enroll dependents or a spouse?

A: To add dependents, you will need to provide a copy of their birth certificate, adoption papers, or foster placement authorization, along with their Social Security card.

To add a spouse, you will need to submit a marriage certificate, their Social Security card, and a bill showing their name, your mailing address, and a date within 6 months of your enrollment.

Q: Can I enroll in both Southland Dental/Vision and Jax State Dental/Vision?

A: Employees may enroll in both PEEHIP and Jax State plans, but dual enrollment is not required.

Dental: Southland dental (PEEHIP) and Jax State offer similar coverage. Jax State offers both a high and a low dental plan.

Vision: PEEHIP vision functions more as a discount program, while Jax State offers both a high and a low vision plan.

Q: Who Covers my prescriptions?

A: Prescriptions under the Blue Cross Blue Shield medical plan are administered by Express Scripts
Customer Service: 800.363.9389
www.express-scripts.com

Q: Can I change my elections after Open Enrollment ends?

A: Once Open Enrollment ends, no further changes to your elections may be made unless a Qualifying Life Event occurs.

Q: Who can I contact with questions about my benefits?

A: Jax State's Human Resource Benefits office is available Monday-Friday 8:00am - 4:30pm
Angle Hall Room 309
Email: benefits@jsu.edu
Phone: 256.782.5007