Sample Letter from Employer to Employee; items noted in red require employer decisions.

For the 2023 plan year, [insert ORGANIZATION NAME here] will offer you a choice of benefits based on your eligibility status.

2023 open enrollment begins, [insert date, CANNOT BEGIN BEFORE SEPTEMBER 26, 2022] and ends [insert date, MUST BE AT LEAST TWO WEEKS AND CAN NOT END LATER THAN OCTOBER 17, 2022]. Open enrollment is your annual opportunity to:

* Select your benefits based on your status (full-time, part-time, eligible for the Accelerate option, etc.)
* Change your dependent coverage
* [IF YOUR ORGANIZATION IS OFFERING VOLUNTARY BENEFITS] Elect or change elections for voluntary (employee paid) benefits such as Flexible Spending Account (FSA), Critical Illness, and Hospital Indemnity

The 2023 open enrollment period will be a passive enrollment. This means that if you do NOT want to make any changes to your 2022 benefit elections, including heath plan, you can skip this year’s open enrollment. FSA benefits are the one exception. You are legally required to enroll annually in FSA benefits and make your elections. You may complete open enrollment online at [www.AscendtoWholeness.org](http://www.ascendtowholeness.org/).

[INSERT if your organization uses an enrollment system other than bswift, enter those directions here and edit above as needed]

The following documents will be helpful for you as you complete open enrollment. These documents are available on the Ascend to Wholeness website on the Plan Documents page.

* **Ascend to Wholeness Plan Highlights** – contains what’s new for 2023, outlines the Accelerate and Access options, the wellness platform (Virgin Pulse), and familiarizes you with the health plan service providers
* **Benefits Guide** – overview of the primary (employer paid) and voluntary (employee paid) benefits such as Supplemental Life insurance, Flexible Spending Account, or Critical Illness insurance
* **Schedule of Benefits** – benefit summary for the Accelerate and Access options
* **Omnibus Notice** – consolidated document including several legal annual notices, such as
	+ Healthcare Exchange Notice
	+ Notice Regarding Wellness Program
	+ Medicare Part D Notice
* **Summary of Benefits and Coverages** (SBC) – Affordable Care Act (ACA)-required summary of select healthcare benefits

2023 Plan Year Monthly Contributions

Your contribution (pre-tax payroll deduction) rates are listed below:

[insert your organization’s contribution rates below]

**Coverage Tier Accelerate Plan Access Plan**

 Employee Only $0.00 $0.00

 Employee + Spouse $0.00 $0.00

 Employee + 1 Child $0.00 $0.00

 Employee + Children $0.00 $0.00

 Family $0.00 $0.00

If you have questions, please email us at [insert email address here] or call [insert phone#].

Sincerely,