



**WILLIAMSON COUNTY GOVERNMENT**  
**Benefits Department**

TO: Full-Time Williamson County Government and Board of Education Employees

FROM: Gina Crawford

Date: July 22, 2020

RE: Williamson County Health Plan Open Enrollment  
Benefit Elections for 2021

Open enrollment is the 1 time during the year you can make changes to your benefits outside of a qualifying event. All changes that are made at open enrollment will be effective January 1<sup>st</sup>.

Open enrollment is the time for you to:

- Determine if you need to add or drop medical, dental, flexible spending account or voluntary benefits.
- Determine if you need to add or drop any dependents.
- Determine the amount you want to contribute into your flexible spending account. If you wish to continue this benefit or are enrolling for the first time for 2021.
- Determine the amount you want to contribute to your health savings account (HSA). If you wish to continue this benefit or are enrolling for the first time for 2021.
- Verify that your address, dates of birth and dependent names listed are correct.
- Update beneficiaries for your life insurance policies.

The open enrollment time frame has not been determined for you to make your new elections for 2021. Once the open enrollment time frame has been set, all eligible employees will receive communication on the dates and deadlines. Normally open enrollment is during the month of October.

Open Enrollment will be done through the benefits online system and all employees must complete the process regardless if making changes to their current benefits. The online benefits system is easy to use and will walk you through all your current benefits giving you the option to make changes or keep your benefits the same for 2021.

Please contact Gina Crawford by email at [gina.crawford@williamsoncounty-tn.gov](mailto:gina.crawford@williamsoncounty-tn.gov) with your open enrollment questions