

Los Angeles Unified School District
Division of Risk Management and Insurance Services
Benefits Administration

Ramon C. Cortines
Superintendent of Schools

Dr. James Morris
Chief Operating Officer



George F. Tischler
Interim Chief Risk Officer

Dear New Employee:

One of the most valuable aspects of employment with LAUSD is your employee benefits program.

To enroll in health benefits, please complete the Health Benefits Enrollment Form. The form and instructions are available on our website under 'Publications'. Complete the form as instructed and submit it to Benefits Administration.

Please visit the Benefits Administration website at <http://benefits.lausd.net> to view the following information:

- Eligibility rules for Active Employees, Retirees, Dependents, and COBRA/ AB528 participants.
- Health and Welfare benefits including Medical, Dental, and Vision plans, Healthcare and Dependent Care Flexible Spending Accounts, Basic and Optional Supplemental Life Insurance, COBRA/ AB528 benefits, and Retired employee benefits information.
- Health plan information and services, the summary of benefits for each health plan, links to their website, and contact information.
- Retirement savings information for 403(b) and 457(b) tax sheltered annuities.
- Frequently Asked Questions about obtaining Medical, Dental and Vision Care, Flexible Spending Accounts, Prescription Drug Program, and other important questions relating to the Districts Health and Welfare benefits program.
- Publications of various brochures and forms including:
 - The Benefits and Enrollment Guide – A detailed summary of the District's benefit plans and eligibility rules.
 - Optional Life Insurance Brochure – Provides information on life insurance available in addition to the District-paid coverage of \$20,000.
 - Forms – If you are a new employee and wish to enroll, all the necessary forms are available here relating to the health and welfare programs offered by the District.

If you have any difficulty accessing the website, do not have web access, or if you have questions not addressed on the website, please contact our office at (213) 241-4262. Benefits Representatives are available to assist you from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Sincerely,

Benefits Administration