

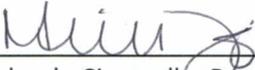
THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

MEMORANDUM

TO: All Eligible Navajo Nation Employees

FROM: 
for Eulanda Ciccarello, Program Supervisor I
Navajo Nation Employee Benefits Program

DATE: September 14, 2020

SUBJECT: **2020 ANNUAL OPEN ENROLLMENT**
October 1, 2020, through November 30, 2020

Annual Open Enrollment period begins in October and will continue through the month of November for election of dependent health and life insurance with the Navajo Nation Employee Benefit Program. Employees may take this opportunity to submit an application to add eligible dependents to their health insurance coverage who may not have been added within 31 days from the date they initially became eligible.

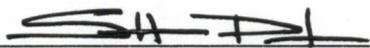
Employees may elect coverage by completing, signing and submitting an HMA Enrollment/Change Form which may be downloaded and printed from our website. Legible photocopies and faxed documents are acceptable. Proof of eligibility documents will be reviewed to allow enrollment such as birth certificate, Social Security number, Census number, legal certified adoption or guardianship court documents, divorce decree, marriage license or notarized Affirmation of Common Law form, for purposes of coverage under the Plan. If dependent coverage is elected, applicable dependent coverage premiums will apply.

It is the employee's responsibility to furnish proof acceptable to the Plan in a timely manner. Failure to submit satisfactory proof within specified time limits will result in a loss of eligibility, coverage, and benefits. Once coverage is approved for added dependents, the dependents will be effective under the Navajo Nation Employee Benefit Plan and Metropolitan Life until January 1, 2021.

Please contact the Employee Benefits Program staff to submit the required documents and to ask any questions about the enrollment process. We welcome you to visit our website to retrieve the contact information for each staff within the Program at www.isd.benefits.navajo-nsn.gov.

Colonial Life will be available to enroll employees for supplemental life policies during the Open Enrollment Period. Enrollment information will be shared via email distribution. Thank you.

CONCURRENCE:



Immanuel Harlan Charley, Department Manager II
Navajo Nation Insurance Services Department

CONCURRENCE:



Tomarado Aseret, Executive Division Director
Navajo Nation Division of General Services

xc: DISTRIBUTION
NN Insurance Commission