



**What  
you  
need  
to do  
and  
know  
...  
Next  
Steps**

**As a new employee, you will receive an enrollment e-mail from the Benefits Office when you are set up to enroll in Benefits. The e-mail will be sent to the personal e-mail address you provided during your application process, and to your District-assigned e-mail address.**

**Bibb County Schools (non-medical) Benefits** are separate from Medical Benefits.

If you do not enroll as a new hire, you must wait to enroll for non-medical benefits during Annual Enrollment in October/November for January coverage.

ALL New Hires will have 31 days from your START DATE to enroll for Bibb County Schools Benefits.

You can receive personalized assistance with the enrollment process from a Houze & Associates Benefits Counselor by calling Houze & Associates, Inc. 706-882-2864 or 800-523-7135.

**Medical Benefits with State Health** - must enroll through the ADP site.

**NEW EMPLOYEES** that are not covered under State Health will have 31 days after your START DATE to enroll through the State Health ADP Portal.

You will be responsible to provide verification documentation to ADP/State Health for dependents added to your Medical Coverage. Those dependents will remain pending (for 45 days) until documentation is submitted, received and approved by ADP.

**TRANSFERS** from another Georgia School or other position that is currently covered under TRS or PSERS and has State Health Benefit Plan Medical with Anthem's HRA, HMO or UnitedHealthcare's HMO or HDHP or Kaiser's HMO will remain in the same Plan and Coverage Level. Enrollment changes can be made during State Health's Medical Enrollment period in October/November.

You can receive password assistance and/or assistance with the enrollment process by calling State Health at 800-610-1863.

**Welcome to the Bibb County School District**

