



The 31 Day Benefits Enrollment Rule

New employees have 31 calendar days from their employment date (the date they start to work) to enroll or decline coverage. New employees may choose their employment date or the first of the month following their employment date as their effective date of coverage for TRS-ActiveCare Health Plans.

New employees who wish to enroll in TRS-ActiveCare on the first day of employment may call the Benefits office at 817-814-2240 or email benefits@fwisd.org to request that health coverage is effective on the date of employment. All other benefit plans begin on the first day of the month following your employment date.

The benefits enrollment website is www.mybenefitshub.com/fortworthisd

Beginning July 1, 2022, login to the benefits enrollment system using the following information:

Your Username is:

Your District email address: `firstname.lastname@fwisd.org`

Your Password is:

Four (4) digits of your birth year followed by the last four (4) digits of your Social Security Number

If your position does not contribute to the Teacher Retirement System of Texas, you are eligible to enroll in health coverage only. Please login to the benefits enrollment system to enroll in health coverage.

ADDITIONAL PREMIUMS FOR NEW EMPLOYEES

The 31-calendar day enrollment period for new employees may cross payroll periods. **Accordingly, new employees may see additional premiums on subsequent paychecks to pay for all coverages owed up to their effective date.**

NO PREMIUM/DEDUCTION PRORATION

Premiums/deductions will be deducted for the entire month of coverage; regardless of when coverage is effective.

INTERNAL REVENUE CODE SECTION 125

There are significant restrictions to making changes to pre-tax benefits.

The District payroll deducts pre-tax benefits; TRS Active-Care Health Plan, Humana & United Concordia Dental Plans, Humana Vision Plan, Flexible Spending Account (Medical and Dependent Care) and Health Saving Accounts in accordance with Internal Revenue Code Section 125. This plan allows the District to convert employee's income to non-taxed benefits. ***The plan options and coverage levels you select as a newly eligible employee or during an open enrollment period will remain in effect until you request changes due to a special enrollment event (family status change) or during an open enrollment period.***