



KNOX COUNTY OPEN ENROLLMENT HELP SESSION SCHEDULE FALL 2009

Please stop by one of our help sessions for assistance with your 2010 benefit selections.

If you do not turn in a health enrollment form, you will not have medical, dental or vision coverage in 2010!

Day	Date	Time	Location	Room
Monday	Oct. 19	7:30 am- 10 am	Health Department	Community Room
Monday	Oct. 19	1:30 - 3:30 pm	City County Building	Small Assembly Room
Thursday	Oct. 22	7:00 - 9:00 am	Engineering & Public Works	Building D
Thursday	Oct. 22	1 pm - 3 pm	City County Building	Small Assembly Room
Friday	Oct. 23	11 am - 1 pm	Juvenile Court	Conference Room
Tuesday	Oct. 27	12:30 - 2:30 pm	City County Building	Small Assembly Room
Wednesday	Oct. 28	5 am - 7 am	Sheriff's Detention Facility	Multipurpose Room
Wednesday	Oct. 28	1 pm - 3 pm	Sheriff's Detention Facility	Multipurpose Room
Thursday	Oct. 29	9 am - 11 am	Young Williams Animal Ctr.	Community Room
Friday	Oct. 30	11 am- 1 pm	Health Department	Classroom
Monday	Nov. 2	8 am - 10 am	City County Building	Small Assembly Room
Monday	Nov. 2	5 pm - 7 pm	E911	Multipurpose Room
Tuesday	Nov. 3	5 pm - 7 pm	E911	Multipurpose Room
Monday	Nov. 9	3 pm - 5 pm	Health Department	Community Room
Thursday	Nov. 12	7 am - 9 am	Parks and Recreation	Conference Room
Friday	Nov. 13	10 am - 1 pm	City County Building	Small Assembly Room

Reminders:

There is **ONE** enrollment form for your medical, dental, and vision elections. This form is included in your enrollment packet. **You must fill out a separate flexible spending enrollment form to enroll in flexible spending benefits for 2010.**

Keep a copy of your enrollment form for your record. Forms are due in the Benefits Office no later than 4:30 PM on Friday, November 13th. **If you do not turn in a completed and signed health enrollment form, you will not have medical, dental or vision coverage in 2010.**

Attention Flexible Spending Account Participants: If you want to participate in flexible spending in 2010, you MUST turn in a flexible spending enrollment form.