



Frequently Asked Questions (FAQ's)

1. Do I need to submit a hardcopy enrollment form when making changes to my plan or dependents during Open Enrollment?

No, VSP no longer accepts hard copy enrollment forms for Open Enrollment changes. Please click the enroll now button on the www.stateofcaemployee.vspforme.com enrollment site or contact VSP at 800.877.7195 to enroll or make changes over the phone.

2. I am a new employee. How do I enroll in Premier?

All active state employees (with the exception of rank and file BU6 employees, as their vision benefits are provided by their union trust) are eligible to enroll in the Premier Plan. Contact your department's personnel office for a copy of the CalHR 774 on the CalHR Vision Care Program page for a copy of the CalHR 774 and see Section 1211 of the Benefits Administration Manual for complete instructions in the link below. Eligible state employees enrolled in this plan shall be required to pay a minimal premium. When the employee enrolls in the Premier Plan, they can also add their dependents to their Premier Plan, **but they cannot leave their dependents in the Basic Vision plan if they choose the Premier Plan.**

<https://www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual-vision-care-program.aspx#instructions-for-completion-of-calhr-774>

3. Are my dependents eligible?

Yes. Eligible Family Members can enroll into your vision plans including your spouse (legally married), domestic partner (certified by the Secretary of State), and any "eligible child(ren)". You cannot enroll a common law spouse.

Refer to the link below for full details on who is considered eligible dependent children under your plan:

<https://www.calhr.ca.gov/Pages/faqs.aspx?FAQCategory=Health,%20Dental,%20and%20Vision>

4. I want to enroll in the Premier Plan, but my dependents do not need Premier, will they default and receive Basic Plan coverage?

No, your dependents will not default to Basic coverage. If you would like your dependents to have vision coverage, you will need to enroll them in Premier or they will not be covered.

5. What information do I need to provide for my eligible dependents?

Dependent Name, date of birth, gender and relationship are required data elements when enrolling in the VSP Premier Plan.

6. Will I receive a confirmation of my Open Enrollment changes?

Yes, if enrolling through the VSP Enrollment Portal, you will be required to enter an email address. This will help us deliver timely communication to enhance your experience and provide a confirmation of your Open Enrollment changes. But do not worry, you will have the option to opt-out of promotional emails.