



**Kanawha**  
COUNTY SCHOOLS

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# 2025 OPEN ENROLLMENT

**Open Enrollment is the only time of the year to add, drop or make changes to some of your KCS employee benefits without a Qualifying Life Event. The Plan Year runs from July 1 through June 30.**



## **What changes can I make?**

During Open Enrollment an employee may add, drop or change coverages with the following vendors:

### **Public Employees Insurance Agency (PEIA)**

-PEIA PPB Plans

-The Health Plan

A) HMO Plan A and B

B) POS Plan C

### **Mountaineer Flexible Benefits**

-Medical Flexible Spending Accounts (FSA)

-Dependent Care Flexible Spending Accounts (FSA)



## **If I am not changing anything with PEIA or Mountaineer Flexible Benefits, do I need to do anything?**

No, you do not need to submit anything. The Healthy Tomorrows reporting is **NOT** required. PEIA members will continue to receive their annual physical and routine blood work at no cost per attached form.

**NEED TO MAKE A CHANGE TO YOUR BENEFITS?  
FIND OUT HOW TO CHANGE ALL OF YOUR BENEFIT OPTIONS.**



## **How to Make Changes with PEIA**

### **Online Open Enrollment**

Go to: [Manage My Benefits](#)

\* If adding dependents, please upload copies of required dependent eligibility documentation or submit to KCS Benefits with the employee's name and 939 number written in top right hand corner.

\* For hands-on assistance, please contact [mbstarcher@mail.kana.k12.wv.us](mailto:mbstarcher@mail.kana.k12.wv.us) or 304-348-6699

▶ [Shopper's Guide \(Plan Year 2025\)](#)

▶ [Instructions on How to Use PEIA's  
Manage My Benefits](#)



## How to Make Changes with FBMC

\*Complete and submit the [Flexible Spending Account Enrollment Form](#) that will be sent to employee's email.

\*Forms must be sent back to KCS Benefits and not PEIA.

\*Enrollment or changes **cannot** be made on the FBMC website.

**PLEASE NOTE:** Policyholders will need the following required documentation in order to process changes with PEIA and Mountaineer Flexible Benefits:

- Spouse: Copy of Marriage Certificate
- Children: Copy of Birth Certificate
- Adopted Children: Copy of Adoption papers or Court Documents

Please include the employee's **939 number on ALL** paper documents submitted to KCS Benefits.  
**Do not send phone pictures.**

[Flexible Spending Accounts FAQ](#)

[Mountaineer Flexible Benefits Guide](#)



## How to Make Changes with Life Insurance

When the site asks if you are here to make changes for open enrollment say "No." Open enrollment is not for life insurance, just health insurance. You will need underwriting approval to increase your Optional Life or Dependent Life for a spouse.

\* Go to [PEIA Manage My Benefits](#) -OR-

\* Complete and submit an [Optional/Dependent Life Enrollment Form](#) to KCS Benefits.

*Optional Life Insurance coverage is subject to underwriting for approval.*

Children under the age of 26 can be added to your Dependent Life

To apply for or increase or decrease your Dependent Life Insurance coverage:

\* Go to [PEIA Manage My Benefits](#) -OR-

\* Complete and submit an [Optional/Dependent Life Enrollment Form](#) to KCS Benefits

*Optional Life and Dependent Life Insurance coverage is subject to underwriting for approval.*



## Who should I contact if I am having difficulty logging into PEIA's Manage My Benefits?

Contact PEIA at [PEIA.Help@wv.gov](mailto:PEIA.Help@wv.gov)

or

1.888.680.7342 for assistance.



## Other Contacts

### FBMC Flexible Spending Card

[www.payflex.com](http://www.payflex.com)

1-844-729-3539

### The Health Plan

[www.healthplan.org](http://www.healthplan.org)

1.888.847.7902

### PEIA

PEIA Hotline 1.877.676.5573

### KCS Benefits

304.348.6699

[mbstarcher@mail.kana.k12.wv.us](mailto:mbstarcher@mail.kana.k12.wv.us)



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