Option Period Training Takeaways

October 2026

This training resource is designed to help conservation district directors and employees stay informed of key points discussed in recent web-based training. The document should be listed on the district's meeting agenda for discussion and review.

District Employee Benefit Eligibility

- District employees who are regularly scheduled to work at least 1,560 hours per year and are not classified as temporary are eligible.
- Four core benefits are offered – health insurance, dental insurance, basic life insurance, and disability insurance.
- Optional benefits also offered are supplemental life insurance, vision insurance, and AFLAC policies.

Benefit Allowance

- Eligible employees are provided a monthly benefit allowance to help offset the cost of insurance premiums. An employee must meet all eligibility requirements and participate in the four core benefits to be eligible for the allowance.
- Allowance is provided by the state with the amounts being set by the legislature. The amounts are available in the option period information email sent by the Commission each year.
- Allowance rates vary depending on the number of individuals being covered.

District Director Benefit Eligibility

- District directors are eligible to participate in health and dental benefits through the state.
- Directors do not receive a benefit allowance and are billed directly by the state for all premiums.
- Currently enrolled directors make upcoming plan elections during the same option period as district employees.

Option Period – General Information

- Option period is the annual enrollment period each October when current employees make plan elections for the upcoming year.
- The following changes can be made during option period:
    - Enroll in plans
    - Change plans
    - Drop coverage
    - Add, increase, or decrease life insurance coverage
    - Add or drop eligible family members from coverage
- Enrollment forms are mailed to all current employees. If an enrollment form is not received, please contact the Conservation Commission for a blank form.
- The Employees Group Insurance Division (EGID) maintains an option period enrollment page on their website.

2027 Option Period

- District Services provided enrollment information and benefit guides to all districts on September 25, 2026 via email.
- 2027 enrollment forms must be returned to the Commission no later than **October 27, 2026**. Forms may be returned via email (preferred), mail, or hand delivery to the OCC office.
- Employees enrolling in the HealthChoice High or Basic plan must complete a Tobacco-Free Attestation by November 14, 2026.
- Elections made during option period will become effective on January 1, 2027.

2027 Confirmation of Benefits

- District Services will provide 2027 Confirmation of Benefits as soon as possible following confirmation from OMES of elections. This usually occurs in late December or early January. Districts should not complete any January preclaims or payroll until COBs have been received and verified as correct by the employee.
- January payroll and preclaim forms must be submitted to the district's Area District Coordinator for review and approval prior to any checks being cut.

Beneficiaries

- Option period is a great time to review any beneficiaries that may be listed for life insurance and retirement or any other plans.
- Beneficiaries may be updated at any time; changes are not limited to just during option period. Please contact the Conservation Commission for forms or questions regarding updating beneficiaries.

AFLAC

- Kim Baker is the Conservation District employee AFLAC representative. Employees wishing to learn more about or enroll in AFLAC policies should contact her directly.
  Kimberlybaker60@yahoo.com 580-331-9193

OCC HR Management Specialist

- David Uranga is the OCC HR Management Specialist. Employees and directors may contact him or the District Services Division with any questions regarding benefits enrollment or changes.
  david.uranga@conservation.ok.gov 405-522-4729

Additional Resources

- OCC District Services Division
- OCC HR Management Specialist
- EGID Option Period website: https://oklahoma.gov/egid/option-period/about.html