



Los Angeles Unified School District
DIVISION OF RISK MANAGEMENT & INSURANCE SERVICES
BENEFITS ADMINISTRATION
333 S. Beaudry Avenue, 28th Floor, Los Angeles, CA 90017
Phone: (213) 241-4262; Fax: (213) 241-4247; Web: benefits.lausd.net

ALBERTO M. CARVALHO
Superintendent
MEGAN K. REILLY
Deputy Superintendent
DAVID D. HART
Chief Financial Officer
JANICE J. SAWYER
Business Manager

Dear New Employee:

An important aspect of employment with the Los Angeles Unified School District (LAUSD) is the employee benefits program. However, enrollment is not automatic, and you are required to make elections for your medical, dental, and vision plans.

To enroll in health benefits, you must complete the Health Benefits Enrollment Form and submit it to Benefits Administration. The form and instructions are available on our website benefits.lausd.net under “[Forms & Publications](#).” If you are verified as eligible, coverage will begin on the first day of the month following receipt of your completed form.

Please visit benefits.lausd.net to view the following information:

- Eligibility rules for active employees and dependents
- Medical, Dental, and Vision plan information such as summary of benefits and contact details
- Healthcare and Dependent Care Flexible Spending Accounts
- Basic and Optional Supplemental Life Insurance
- Retirement savings plans for 403(b) and 457(b) tax sheltered annuities and Roth 457(b)

Employees must remain in paid status to maintain District-sponsored benefits with the exception of protected unpaid leaves.

If you have any difficulty accessing the website, do not have web access, or have questions not addressed on the website, please contact our office by calling (213) 241-4262 or emailing benefits@lausd.net. Benefits representatives are available to assist you from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Sincerely,

Benefits Administration

Visit: <http://benefits.lausd.net> for benefit information and forms
Risk Management and Insurance Services, Benefits Administration
Mailing Address: P.O. Box 513307, Los Angeles, CA 90051-1307