

Things to Keep in Mind Throughout the Year

Should you find that you need to make a change to your insurance coverage outside of your initial enrollment or open enrollment and you have a qualifying event (involuntary loss of coverage, marriage, divorce, birth of a child, etc.) please contact [Gala Wolfmeier](#), Benefits Coordinator, within 15 days of the event to discuss the available options.

If your home physical address or email address change, please update this information with your parish / school bookkeeper as well as email this information to [Gala Wolfmeier](#). This will ensure that you receive important information regarding future open enrollments and the appropriate insurance companies are updated. Please also make any address or email changes to your Principal account by logging on at [principal.com](#).

To further ensure you will receive open enrollment and insurance correspondence please add both [Cheryl Hertfelder](#) and [Gala Wolfmeier](#) to your email whitelist.

Helpful benefit information can be found on our website at diojefcity.org/human-resources.