



*town of*  
**LONGMEADOW, MASSACHUSETTS**



*735 Longmeadow Street, Suite 102      01106*

*phone: 413-565-4128  
fax: 413-565-4372*

*ERICA GELINAS      Human Resource Manager*

The following information is for current retirees looking to enter the Town of Longmeadow's Health Insurance plan with coverage for just themselves or for themselves and their spouse:

The current town policy states that a retiree has a onetime opportunity to request permission to come onto the plan and it requires that you write a letter to the Town Manager, Lyn Simmons, asking permission to add yourself and/or your spouse to the plan detailing the reason for your request as well as the requested date for the addition to the plan. If permission is granted, then you would be able to enter the plan at the 50% rate while your spouse would be able to enter the plan at 100% of the cost during the next open enrollment period following the approval, or within 30 days of a Qualifying Event (i.e. involuntary loss of coverage through your current provider, etc.). If age 65 or older, both you and your spouse would be required to carry both Medicare A and B and would select from one of the Medicare Supplemental plans that the town offers.

The current Open Enrollment period for Non-Medicare Eligible retirees and dependents is the month of May with benefit changes effective July 1<sup>st</sup>. For Medicare Eligible retirees and dependents, the Annual Open Enrollment period is the month of November with benefit changes effective January 1<sup>st</sup>.

Once you have received an approval from Lyn, you can contact the Town of Longmeadow Benefits Administrator, Jocelyn Sanchez, for guidance through the enrollment process.

**Contact Information:**

Lyn Simmons, Town Manager  
20 Williams Street  
Longmeadow, MA 01106  
[lsimmons@longmeadow.org](mailto:lsimmons@longmeadow.org)

Jocelyn Sanchez, Benefits Administrator  
735 Longmeadow Street, Suite 102  
Longmeadow, MA 01106  
(413) 565-4128  
[jsanchez@longmeadow.org](mailto:jsanchez@longmeadow.org)