



COUNCIL OF SCHOOL OFFICERS
LOCAL 4



COUNCIL OF SCHOOL OFFICERS
AMERICAN FEDERATION OF SCHOOL ADMINISTRATORS, LOCAL 4 (AFL - CIO)

RICHARD JACKSON
PRESIDENT

BARBARA B. CHILDS
EXECUTIVE VICE PRESIDENT

Dear CSO Member,

Aetna offers the dental plan options called the Freedom-of-Choice PPO and the Freedom-of Choice DMO. It is important that you read your benefits package in order to take full advantage of this important dental benefit.

Through the Freedom-of-Choice plan design, there are two choices available to you. On a monthly basis, you are able to change between the DMO and the PPO dental plans.

With the DMO you must select a plan dentist for your dental care, through the PPO network dentist discounts are offered or you may continue to use any dentist of choice.

To select a dentist, please log onto www.aetna.com/docfind. Once you are enrolled, you may log onto www.aetna.com to print your ID card. You are also able to switch monthly between plans by calling Aetna directly at 877-238-6200.

Please complete the following items on the Dental Enrollment/Change Request form:

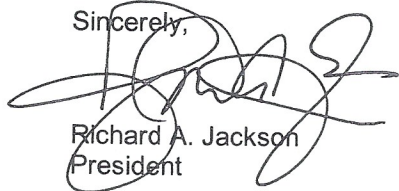
- SECTION A. TYPE OF ACTIVITY** – Enter the effective date and date of hire.
- SECTION B. EMPLOYEE INFORMATION** - Complete all sections.
- SECTION C. PLAN OPTIONS** - Select FOC/PPO or FOC/DMO.
- SECTION D. INDIVIDUALS COVERED** - List all individuals you wish to have covered. Select an Aetna Primary Dentist.
- SECTION E. EMPLOYEE SIGNATURE** - Sign and Date application.

Please return the completed form to:

Council of School Officers
2417 Benning Rd. NE, Suite B
Washington, DC 20002

If you have any questions, feel free to contact Zanette Childs, Office Manager, at (202) 526-4700.

Sincerely,



Richard A. Jackson
President