

Chicago Public Schools

Instructions for Decision Doc – Email Template

# 

## Email Template to School Clerks – Instructions for Decision Doc

**Use the below email template to send to school clerks requesting individual schools promote Decision Doc to their employees.**

Dear [School Name] Administration,

We’re pleased to announce that we are partnering with MyHealthMath for the 2023 benefits year! Their easy-to-use platform, *Decision Doc*, makes it easy to better understand health plan options and feel more confident about benefits choices – at no extra cost! **Employees who use *Decision Doc* save over $1,300 a year on average.**

We’ve attached some materials to print out and post in break rooms, near time clocks, or anywhere else you think employees will see the materials. This will assist in promoting Decision Doc to employees and ensure that employees are enrolling in their optimal benefits for 2023.

Questions about Decision Doc? Please email the MyHealthMath team at [questions@myhealthmath.com](mailto:questions@myhealthmath.com).

Thank you for your assistance in helping to promote Decision Doc!

Sincerely,

Chicago Public Schools