Benefits Office

**SAVE THE DATES:** FSA & Commuter Accounts Workshop on December 2\textsuperscript{nd} & 6\textsuperscript{th} 2021 at Noon.

Flexible Spending Account (FSA) Open Enrollment (OE)

**November 1 – December 9, 2021, for changes effective January 1, 2022.**

**New IRS limits and OE deadline extended to December 9, 2021.**

It’s that time of the year again to enroll in a healthcare or dependent care FSA for 2022.

For 2022, the maximum amount that you can contribute are:

- $2,850 for healthcare/medical FSA
- $5,000 (per household) for dependent care FSA
- $280 each for commuter benefit (transit and parking)

**Note:** Part-time & hourly faculty open enrollment for this benefit will be during the Spring 2022 open enrollment period for eligible employees.

*2022 IRS contribution limits were released November 10th, 2021*

**Workshop Zoom Link:** https://cccconfer.zoom.us/j/91222742924

**Meeting ID:** 912 2274 2924

**Date:** December 02, 2021 and December 06, 2021

**Time:** 12:00 PM

**Dial:**
+1 669 900 6833 (US Toll)
+1 253 215 8782 (US Toll)
+1 346 248 7799 (US Toll)
What is a Flexible Spending Account (FSA)?

An FSA is a personal expense account that works with your District health plans, allowing you to set aside a portion of your salary pre-tax to pay for qualified medical and dependent care expenses. The dollars you set aside can pay for eligible expenses for you, your spouse, and eligible dependents.

**HOW DOES IT WORK?**

- **Estimate your annual election** – This open enrollment use this FSA calculator to estimate your expenses for the plan year and come up with how much your annual election should be.
- **Fill out the FSA Election Form** and submit Benefits Team.
- **Deductions will be taken out of your paycheck** - Your annual election amount will be evenly deducted pre-tax from your paycheck throughout the plan year.
  - **Healthcare FSA**: You cannot change your annual election amount after the plan start unless you have a qualified change in status.
  - **Dependent Care FSA**: You can change your elections if you have a qualified change in status, there is a significant cost change, or a change in coverage.
  - **Commuter Benefit** – You can change your elections as any time (subject to CBIZ’s monthly cut-off).
- **Access you funds** – you can use your CBIZ Benefit Card to pay for your qualified expenses. You can see a more comprehensive list on our website on [https://myplans.cbiz.com](https://myplans.cbiz.com). Click on Tools & Support, then go to Quick Links to Health Expense Table.

**How to Enroll**

Enrollments are done online by visiting [https://myplans.cbiz.com](https://myplans.cbiz.com). Refer to the attached Online Enrollment Instructions for step-by-step instructions on how to complete your enrollments for 2022.

**For Assistance**

For assistance with your Flexible Spending Account questions and Online Enrollment, please contact the CBIZ Service Center at 800.815.3023, option 4, or email cbizflex@cbiz.com. For employee eligibility and plan questions, please contact the District, Benefits office at 510.466.7229 or email benefits@peralta.edu.