

2023 Benefits Open Enrollment Check List and Key Dates

- ❖ Benefits Open Enrollment for Plan Year 2024: September 18, 2023 – October 13, 2023, at 5pm.
- ❖ Online Enrollment for Plan Year 2024 through SECOVA via SSO MyPortal.fhda.edu.
- ❖ Benefits Annual Open Enrollment Fair: Wednesday, September 20, 2023: 12:00pm – 2:00pm,
Foothill College Dining Hall
- ❖ On-Site Enrollment Assistance Sessions:

Reserved for Actives Only	De Anza College	TIME
Tuesday, September 26, 2023	Media & Learning Center, Room 112	12:00pm – 2:00pm
Wednesday, October 11, 2023	Administration Building Conference Room 109	12:00pm – 2:00pm
Reserved for Actives Only	Foothill College	TIME
Wednesday, September 27, 2023	District HR Conference Room, 2nd Floor	12:00pm – 2:00pm
Tuesday, October 10, 2023	District HR Conference Room, 2nd Floor	12:00pm – 2:00pm

*You may request an individual meeting with the Benefits staff or email MyBenefits@fhda.edu for any inquiries during the Open Enrollment period. Due to the high volume of the demand, meeting requests are first come first serve.

- ❖ Deadline for spending down your 2023 FSA Health Care and Dependent Care Accounts:
December 31, 2023.
- ❖ Deadline for submitting your 2023 FSA expenses for reimbursement: March 31, 2024.
- ❖ Effective Date of Change: January 1, 2024.
- ❖ REMINDER: To participate in Supplemental Life and Buy-Up LTD for PY 2024, you must complete the Hartford's Evidence of Insurability (EOI) and/or Buy-Up LTD Application form(s) at the end of your election. Note, Hartford reserves the rights to underwrite any policy.
- ❖ IMPORTANT: All benefits enrollment and any required documentation must be completed online via SECOVA, submitted through e-mail to MyBenefits@fhda.edu, or dropped off at the Benefits Office no later than the 5 pm deadline on October 13, 2023. No exceptions.
- ❖ Benefits Contact: MyBenefits@fhda.edu, or call 650-949-6224, Fax: 650-949-6299