

2024 Benefits Open Enrollment Check List and Key Dates

- ❖ Benefits Open Enrollment for Plan Year 2025: September 16, 2024 – October 11, 2024, at 5pm.
- ❖ Online Enrollment for Plan Year 2025 through SECOVA via SSO MyPortal.fhda.edu.
- ❖ Benefits Annual Open Enrollment Fair: Friday, September 20, 2024: 12:00pm – 2:00pm, De Anza College Campus Center Conference Room A&B
- ❖ On-Site Enrollment Assistance Sessions:

Reserved for Actives Only	De Anza College	TIME
Wednesday, October 2, 2024	Media & Learning Center, Staff Development Room 243	12:00pm – 2:00pm
Tuesday, October 8, 2024	Media & Learning Center, Staff Development Room 243	12:00pm – 2:00pm
Reserved for Actives Only	Foothill College	TIME
Tuesday, October 1, 2024	District HR Conference Room, 2nd Floor	12:00pm – 2:00pm
Wednesday, October 9, 2024	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 2024 FSA Health Care and Dependent Care Accounts: December 31, 2024.
- ❖ Deadline for submitting your 2024 FSA expenses for reimbursement: March 31, 2025.
- ❖ Effective Date of Change: January 1, 2025.
- ❖ REMINDER: To participate in Supplemental Life and Buy-Up LTD for PY 2025, 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 11, 2024. No exceptions.
- ❖ Benefits Contact: MyBenefits@fhda.edu, or call 650-949-6224, Fax: 650-949-6299