



Welcome to Benefits 2024 Open Enrollment

Monday, September 16, 2024, through Friday, October 11, 2024

For Part-time Faculty Members

Open Enrollment is your annual opportunity to learn about your benefits options and make additions, changes, or deletions to your benefit elections. Any elections made during Open Enrollment will be effective and irrevocable as of January 1, 2025, and will remain in effect until August 31, 2025, unless you experience a qualifying life event and make a corresponding change within the specified timeframe.

Passive Open Enrollment - To retain the same coverage into plan year 2025, you do not need to do anything. If no changes are made during the Open Enrollment period, we will carry forward your 2024 elections.

The District Benefits Office will host an On-Site Benefits Fair on **September 20th, 2024**, at De Anza College Campus Center Conference Room A&B from 12 pm to 2 pm. Representatives from the insurance carriers will be available for discussions on your benefit options. Your attendance at the event is highly encouraged!

Single Sign-On (SSO) access to the SECOVA online system is available through MyPortal under "Staff". **Any changes made through CalPERS self-service will not be validated. All enrollments and changes must be done via SECOVA.**

For Open Enrollment checklist and key dates, please visit:

<https://hr.fhda.edu/benefits/2025/2024%20Benefits%20Open%20Enrollment%20Check%20List%20and%20Key%20Dates.pdf>

For comprehensive, up-to-date information regarding Open Enrollment for PY 2025, and carriers contact list, visit: <https://hr.fhda.edu/benefits/2025/Open%20Enrollment.html>

For 2025 Health Plan Changes Highlight, please see:

<https://hr.fhda.edu/benefits/2025/2025%20Health%20Plan%20Changes%20Highlight.pdf>

For Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP), please access: <https://hr.fhda.edu/benefits/2025/CHIP%20Model%20Notice.pdf>

For online enrollment instructions to change medical plan, or add/delete dependent, please access: <https://hr.fhda.edu/benefits/2025/FHDA%20Online%20Enrollment%20Guide%20PY%202025.pdf>

Important Reminder: When adding new dependents online, it is imperative that you furnish ALL requisite documentation, including Marriage Certificates, Birth Certificates or Passports, and Social Security Cards for all dependents, along with CalPERS Form HBD-12. This documentation must be submitted no later than 5 pm on Friday, October 11, 2024.

DEADLINE: Friday, October 11, 2024, 5pm.

District Benefits Office Contact: Phone: 650-949-6224, Fax: 650-949-6299, Email: Mybenefits@fhda.edu