



2026 BENEFITS OPEN ENROLLMENT

CHECKLIST & KEY DATES | SEPTEMBER 14 - OCTOBER 9, 2026

Open Enrollment Deadline

Friday, October 9, 2026 at 5:00 p.m. Complete all 2027 benefit elections online through SECOVA. Required documentation must also be received by the deadline. No exceptions.

How to Enroll

1. Open SECOVA through MyPortal under "Staff" using Single Sign-On (SSO).
2. Submit your benefit elections and changes in SECOVA by Friday, October 9 at 5:00 p.m.
3. Upload required documentation in SECOVA or deliver it to the Benefits Office by the same deadline.

Open Enrollment Events

- Benefits Fair: Wednesday, September 16, 2026 | 12:00-2:00 p.m. | Foothill College Student Center
- CalPERS OE Employee Webinar: September 9, 2026 | 10:00-11:15 a.m.
- Included Health OE Webinar: September 22, 2026 | 12:00-1:00 p.m.
- MetLife Life and Disability Webinar: September 29, 2026 | 12:00-1:00 p.m.

Virtual event links and Blue Shield live-session registration are available at [here](#).

On-Site Enrollment Assistance

DATE	CAMPUS / LOCATION	TIME
Wednesday, September 23, 2026	Foothill College - District HR Conference Room 211	12:00-2:00 p.m.
Thursday, September 24, 2026	De Anza College - Computer Lab MLC 243	12:00-2:00 p.m.
Wednesday, October 7, 2026	De Anza College - Computer Lab MLC 243	12:00-2:00 p.m.
Thursday, October 8, 2026	Foothill College - District HR Conference Room 211	12:00-2:00 p.m.

Important Dates & Reminders

- December 31, 2026: Deadline to spend down 2026 Health Care FSA and Dependent Care FSA funds.
- March 31, 2027: Deadline to submit eligible 2026 FSA expenses for reimbursement.
- January 1, 2027: 2027 benefit elections and approved changes take effect.
- Supplemental Life / Buy-Up LTD: Complete Hartford Evidence of Insurability (EOI) and/or Buy-Up LTD application forms at the end of your election, as applicable. Hartford reserves the right to underwrite coverage.
- Please note that any enrollment changes made through CalPERS self-service will not be processed. All enrollment changes for active employees must be completed through SECOVA. Retiree enrollments continue to be managed directly by CalPERS.

Need Help?

Individual appointments with Benefits staff are available during Open Enrollment on a first-come, first-served basis. Contact information is listed below.

OPEN ENROLLMENT ENDS FRIDAY, OCTOBER 9, 2026 AT 5:00 P.M.