

2023 Benefits Open Enrollment Check List and Key Dates

- ✚ Benefits Open Enrollment for Plan Year 2023: [September 19, 2022 – October 14, 2022](#), at 5pm.
- ✚ Online Enrollment for Plan Year 2023 through [SECOVA via SSO MyPortal.fhda.edu](#).
- ✚ Benefits Annual Open Enrollment Fair:
 - Wednesday, September 21, 2022: 12:00pm – 2:00pm
 - Foothill Dining Hall
- ✚ Benefits Online Assistance Sessions:
 - Mondays, Sept. 26, Oct. 3, and Oct. 10: 1:00pm – 2:00pm
 - Thursdays, Sept. 29, Oct. 6, and Oct. 13: 3:00pm – 4:00pm
 - You may request help via MyBenefits@fhda.edu or request an individual ZOOM meeting during the Open Enrollment period, but due to high demand, individual meetings would be first come first serve.
- ✚ Effective Date of Change: [January 1, 2023](#).
- ✚ Deadline for spending down your 2022 FSA Health Care and Dependent Care Accounts: [December 31, 2022](#).
- ✚ Deadline for submitting your 2022 FSA expenses for reimbursement: [March 31, 2023](#).
- ✚ REMINDER: To participate in Supplemental Life and Buy-Up LTD for PY 2023, you must complete the [Hartford's Evidence of Insurability \(EOI\) and/or Buy-Up LTD Application form\(s\)](#) at the end of your election, and email them to MyBenefits@fhda.edu by the Open Enrollment Deadline of **October 14, 2022, 5pm**. 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 5pm deadline on October 14, 2022. **No exceptions.**
- ✚ Benefits Contact: MyBenefits@fhda.edu, or call 650-949-6224, Fax: 650-949-6299.