

Open Enrollment for Flexible Spending Account (FSA) Benefits year 2020 will be held November 1 through November 22 for an effective date of January 1, 2020. Flexible Spending Accounts are referred to as IRS Section 125 for Health Care/Dependent Care and IRS Section 132 for Transportation expenses. **All benefit eligible employees** who want to participate in this benefit in 2020 need to complete and submit an enrollment form to Human Resources. If you are currently participating, your FSA accounts do not roll over into 2020 you must re-enroll each year.

Details of what an FSA is and how it works are in the attached booklets:

- 2020 Enroll Kit 125 describes Health and Dependent Care Expenses
- 2020 Enroll Kit 132 describes Mass Transit-Parking expenses

To be eligible for these benefits, **your position must require working 20+ hours a week consistently**. If your position is 19 hours a week or less, you may not enroll in this program.

- The Open Enrollment period for completing election forms is November 1-22, 2019.
- Section 125 and Section 132 FSA accounts each have a separate enrollment form.
- There will not be another FSA OE for the next 12 months.

***** NOTE – No new changes this year**

- Employees may only enroll in this benefit now during Open Enrollment, and these deductions become effective January 1, 2020 and will continue through December 31, 2020. Employees may not stop or change their FSA deductions during the year. The only exception is for the Section 132 plan – Transportation FSA which may be changed or stopped at any time during the year.

For calendar year 2020, the IRS limits have been set as follows:

Maximum annual contributions for Health Care FSA = \$2,700.00

Maximum annual contributions for Dependent Care FSA = \$5,000.00

- Mass Transit cannot exceed \$265.00 per month.
- Mass Parking cannot exceed \$265.00 per month

Only employees who want to utilize the Flexible Spending Arrangement benefit need to complete and sign the enrollment form.

- ***If you currently have a Flexible Spending Account, the 2019 deductions will not automatically roll over or continue in 2019. Employees who want to participate in 2020 must complete a new enrollment form during this open enrollment period.***

Be sure all information is completed on the form including your name, address, SSN, date of birth, email address, signature, annual election amount and paycheck deduction amount. Missing information can delay the processing of your enrollment materials.

Submit your enrollment forms to me no later than Friday November 22, 2020. No enrollment forms will be accepted after this date.

If you have any questions about this program, please call the Navia Benefit Solutions directly at 1-800-669-3539. If calling Flex-Plan, inform them you are asking about FSA Plans for company code: ASF.

Upon receipt and processing of enrollment, the outside company who administers the program (Flex-Plan Services) will send participants a confirmation statement, claim form, and instructions.

With Regards,
The Archdiocese of San Francisco, Office of Human Resources
LaShonda Perry
415-614-5626