

FSA OPEN ENROLLMENT INFORMATION

The Open Enrollment period for the City's Flexible Spending Plan (FSA), which is administered by Cafeteria Plan Advisors (CPA), is taking place **Tuesday, April 18th through Wednesday, May 17th** for the FSA plan year starting 7/1/2023 and ending 6/30/2024. These dates for our FSA plans align with the dates of our health and dental insurance plans, which in turn are based upon the City's Fiscal Year.

There are options for both the Health Care FSA and the Dependent Care FSA.

Please note the following:

1. If you are currently enrolled in an FSA plan, you will receive an email from CPA explaining how to re-enroll. The email will be sent to the email address you previously provided to CPA. **Enrollment is not automatic - you will need to re-enroll if you want to participate in the FSA after June 30, 2023.** (FYI - Current participants are highly encouraged to log in to your portal on the website cpaemployee.lh1ondemand.com and enroll there)
2. If you are currently enrolled in the Health Care FSA plan, up to \$570 of any unused funds in that plan will rollover to the 7/1/2023-6/30/24 Health Care FSA plan, but **only** if you enroll in that plan and list a dollar amount (not zero) when you enroll. The rollover will take place after the September 30, 2023 deadline for submitting claims incurred in the current FSA plan year (i.e., the plan ending June 30, 2023).
3. If you are **not** currently enrolled and want to enroll in the FSA plan, **you will need to fill out the Enrollment Form for new participants**, which is attached to this email.
4. If you or your spouse are contributing to a Health Savings Account (HSA), you are NOT ELIGIBLE to enroll in the FSA Health Care Account. However, you are allowed to enroll in the Dependent Care Account.
5. Before you enroll, you should first decide how much you want to contribute to your account(s). You may want to spend some time estimating your anticipated eligible health care and dependent care expenses for the plan year of 7/1/2023 – 6/30/2024, as Federal tax regulations require that any unused funds in excess of the “rollover amount” described in the following paragraph be forfeited.
6. Any unused funds up to \$610 that remain in the 7/1/23 - 6/30/24 Health Care FSA plan after the September 30, 2024 deadline for submitting claims incurred during that year will be rolled over into the FSA plan beginning July 1, 2024 if you enroll in that plan.
7. The maximum amount for the Health Care FSA will be \$3050 for this plan year. The maximum amount for the Dependent Care FSA will be \$5000/family for this plan year.

