



## Benefits Office

### Flexible Spending Account (FSA) Open Enrollment

**FSA Open Enrollment for Part-time hourly Faculty**  
**February 2 – March 5, 2024, for changes effective March 1, 2024.**  
**Short Plan Year, March 1, 2024 through September, 30 2024**

It's that time of the year again to enroll/re-enroll in a Flexible Spending Account (Health Care, Day Care &/or Commuter). **This will be a short plan year from March 1, 2024 through September 30, 2024.**

The maximum amounts that you can contribute to this short plan year are:

- **\$2,400.00** for healthcare/medical FSA
- **\$3,750.00** (per household) for dependent care FSA
- Commuter benefits (transit and parking) currently each **\$315.00**.

Deductions will be taken out of your paycheck - Your election amount will be evenly deducted pre-tax from 3 pay checks: March 2024, April 2024, and May 2024.

### What is a Flexible Spending Account (FSA)?

An FSA is a personal expense account that works with your District health plans, allowing you to set aside a portion of your salary pre-tax to pay for qualified medical and dependent care expenses. The dollars you set aside can pay for eligible expenses for you and eligible dependents.

## HOW DOES IT WORK?

- **Healthcare FSA:** You cannot change your election amount after the plan starts unless you have a qualified change in status.
- **Dependent Care FSA:** You can change your elections if you have a qualified change in status, there is a significant cost change or a change in coverage.
- **Commuter Benefit – For the Commuter Benefits Accounts, the participants may change their deduction amount as often as monthly.** Change requests forms (attached) must be submitted to the Benefits Office on or before the 10th calendar day of the month and will be effective the 1st of the following month.
- **Access your funds** – you can use your Navia Benefit Card to pay for your qualified expenses. You can see a more comprehensive list on our website at:  
<https://www.naviabenefits.com/participants/resources/expenses/?benefit=health-care-fsa>.

## How to Enroll

Please submit FSA and Commuter enrollment forms via email to: [benefits@peralta.edu](mailto:benefits@peralta.edu). Please indicate your employee ID rather than your SSN.

## For Assistance

For employee eligibility and plan questions, please contact the District, Benefits Office at 510-466-7229 or email [benefits@peralta.edu](mailto:benefits@peralta.edu)