



# OPEN ENROLLMENT HIGHLIGHTS

May 16 through June 3, 2022



## Open Enrollment for the Short Plan Year

During the Open Enrollment window for the Short Plan Year, you will be selecting your benefits for a shorter plan year period. For health plans this would be a five month period from August 1 through December 31, 2022. The Flexible Spending Accounts plan period will run from July 1 through December 31, 2022. Please see the [Calendar Year Transition Flyer](#) for more information on why this is changing.

## Access Benefits Information and Make Changes

**Learn More:** Please see the Short Plan Year Benefits Information and Cost Booklet to find the Flexible Benefit Plan (FBP) credits, health plan options, and costs for the short plan year.

**Enroll and Make Changes:** From [Citynet](#), log into the SAP Portal and select the Short Plan Year Open Enrollment tile. The application will walk you through the steps for reviewing, changing, and confirming your benefit enrollment. You may add coverage, opt out of coverage and make the following changes to your flexible benefits:

- Change your medical, dental or vision insurance provider.
- Add or remove dependents.
- Increase your Supplemental Life Insurance Coverage one tier (up to \$250,000) without providing Evidence of Insurability (proof of good health).
- Sign-up for Flexible Spending Accounts to pay for approved Dental/Medical/Vision (DMV) or Dependent/Child Care (DCC) expenses on a pre-tax basis. **Note: Last year's elections are not carried over into the short plan year.** You are required to sign up each plan year to use Flexible Spending Accounts for DMV or DCC expenses on a pre-tax basis.
- Increase or decrease your 401(k) Flex contributions, if eligible.



**If you do not submit an election by the Open Enrollment deadline, your most current elections will carry over with no change, except for your enrollment in the Flexible Spending Accounts. Please be sure to enroll by the deadline if you wish to participate in those plans.**

# Calendar Year Transition

## Health Plan Year: Transition to Calendar Year Basis

The City will be making a significant change to the administration of its health benefit plans. These changes directly impact all employees that are eligible for the benefits under the City's Flexible Benefits Plan. The City will be transitioning its health benefits plan year period from a fiscal year basis to a calendar year. This transition will occur during 2022 and it will impact the plan year period for the City's medical, dental, vision, life, and flexible spending accounts (FSA). This change will require a short plan year from August 1, 2022 to December 31, 2022 (July 1, 2022 to December 31, 2022 for FSA) to allow the transition to a new 12-month plan year that aligns with the calendar year. This means that there will be two open enrollment periods in 2022:

**2 Open Enrollments**  
in Calendar Year 2022

	Open Enrollment Period	Medical, Dental, Vision, and Life Coverage Period	Flexible Spending Accounts (FSA) Period
Short Plan Year	5/16/2022 – 6/3/2022	8/1/2022 – 12/31/2022	7/1/2022 – 12/31/2022
2023 Calendar Year	October/November 2022	1/1/2023 – 12/31/2023	1/1/2023 – 12/31/2023

The following diagram illustrates the transition process. **Please note:** the benefits information contained within this booklet only pertains to the Short Plan Year. An updated booklet will be provided for the 2023 Calendar Year.





## Key Dates

The City will be transitioning its health benefits plan year period from a fiscal year basis to a calendar year. Be sure to review the key dates below so you know what to expect this year.

**May 16, 2022:** Enrollment for the Short Plan Year Begins. Review the Benefits Information and Cost Booklet and the [Short Plan Year Open Enrollment website](#). When you are ready to enroll go to [CityNet](#), select the SAP Portal, then select the Short Plan Year Open Enrollment tile. Follow the application steps to submit your enrollment election.

**June 3, 2022:** Enrollment for the Short Plan Year Ends. Take action by midnight to ensure you have the coverage for the Short Plan Year that best fits your needs.

**August 1, 2022:** Short Plan Year health insurance coverage becomes effective (note, premiums are pre-paid a month in advance, so paycheck deductions will begin in July).

**October/November 2022:** Second Open Enrollment window. The City will be holding a Second Open Enrollment Period in 2022 where you will be selecting your benefits for the 2023 Calendar Year (Jan. 1 through Dec. 31, 2023).

**December 31, 2022:** Short Plan Year health insurance coverage ends.

**January 1, 2023:** 2023 Calendar Year health insurance coverage becomes effective.

### Short Plan Year Impact to Flexible Spending Accounts (FSA)

Since the Short Plan Year for the flexible spending accounts (FSA) will run over a six month period, as opposed to the normal twelve month period, contribution limits for 2022 will be divided in half in order to comply with IRS rules. The FSA min/max for the short plan year will be as follows:

- Dental/Medical/Vision (DMV) FSA Min/Max: \$120/\$1,425
- Dependent Child Care (DCC) FSA Min/Max: \$120/\$2,500

The deadlines to spend short plan year FSA funds and submit receipts will also change:

- Spend FSA funds by March 15, 2023
- Submit FSA receipts by March 31, 2023

**Don't Forget:** There will be a second open enrollment period in October/November of 2022 where you will be selecting your benefits for calendar year 2023.