

**2019 FLEXIBLE SPENDING ACCOUNTS  
ADDITIONAL ENROLLMENT INFORMATION FOR ADJUNCT FACULTY**

Here are a couple items to take into consideration for adjunct faculty participants.

- ❖ All are eligible to participate, **regardless of your FTE.**
- ❖ If you are scheduled to work spring 2019 but do not enroll during this special enrollment period you may not be eligible to enroll again until the 2020 plan year (based on your continued employment, spring 2020).
  - If you do not have an assignment for spring 2019 during this enrollment period but later receive one, you can enroll at that time (within 30 days of getting the assignment) with an effective date of the first of the month after you receive the assignment or the semester begins, whichever is later.
- ❖ Those of you enrolled in the District's Kaiser Plan for Adjunct Faculty automatically have your portion of the Kaiser premium deducted from your paycheck from pre-taxed dollars.
- ❖ Changes to your dependent(s) status may create a qualifying event for mid-year enrollments/changes. Please contact me within 30 days of any changes to your dependent(s).
- ❖ Plan year - January 1, 2019 through December 31, 2019

You have the ability to enroll for up to the annual maximum, however, please note that spring participants will have their full annual election amount deducted from their paychecks in March, April, May and June, however, you may file a claim for services received January 1, 2019 through December 31, 2019 as long as you continue to work for the District. Your enrollment will not be processed until February 2019 so if you have expenses on or after January 1, be sure to save your receipts so you can submit a claim for reimbursement once your plan is set up.

Be sure to read the plan documents so you are fully aware of the *use it or lose it* risks (above the automatic *roll-over* benefits with the medical and transportation plans).

If you have any questions about eligible expenses, please contact Igoe directly at 800.633.8818 Option 1 or email them at [flex@goigoe.com](mailto:flex@goigoe.com). You may contact the Benefits Office in Human Resources at 408.223.6713 or [HR.Benefits@sjeccd.edu](mailto:HR.Benefits@sjeccd.edu) if you have questions about enrollment; Michelle & Arleene are available to help.