

**2022 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 2022 but do not enroll during this special enrollment period you may not be eligible to enroll again until the 2023 plan year (based on your continued employment, spring 2023).
 - If you do not have an assignment for spring 2022 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) and/or employment status, including if your *other* employment has mid-year changes as you may qualify for a late enrollment or be able to make changes to your annual contribution.
- ❖ Plan year - January 1, 2022 through December 31, 2022

If you do not have a current teaching assignment but have an assignment in the spring, you may sign up now or wait until your assignment begins as long as you sign up within 30 days of your first scheduled day. Please note that adjunct participant's annual election amount deducted from their paychecks in March, April, May and June, however, you may file a claim for services received February 1, 2022 through December 31, 2022 as long as you continue to work for the District. Your enrollment will not be processed until the end of February 2022 so if you have expenses on or after February 1, be sure to save your receipts so you can submit a claim for reimbursement once your plan is set up. **Your first deduction will come out of your March paycheck.**

If you have a current teaching assignment (fall '21) and have an assignment in the spring, you must sign up now or you will not be allowed to enroll at a later date for 2022 unless you have a qualifying event (marriage, divorce, birth of child, etc). Please note that adjunct participant's annual election amount deducted from their paychecks in March, April, May and June, however, you may file a claim for services received January 1, 2022 through December 31, 2022 as long as you continue to work for the District. Your enrollment will not be processed until the end of February 2022 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. **Your first deduction will come out of your March paycheck.**

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. You may contact the Benefits Office in Human Resources at 408.223.6713 or HR.Benefits@sjeccd.edu if you have questions about enrollment; Michelle & Arleene are available to help.

Be sure to read the plan documents so you are fully aware of their provisions.