

From: [HR-Open Enrollment](#)
To: [HR-Open Enrollment](#)
Subject: Open Enrollment Closes in One Week on 10/29/2021!
Date: Friday, October 22, 2021 10:25:02 AM

Please distribute -----

2022 Open Enrollment Ends Friday, October 29, 2021!

Don't forget to participate in the Open Enrollment [Virtual Bingo Bonanza](#) game to enter to win raffle prizes!

The 2022 Open Enrollment period will close on Friday, October 29, 2021. If you miss the Open Enrollment deadline and you wanted to make benefit changes or participate in Flexible Spending or Dependent Care Assistance, you will have to wait until the next Open Enrollment in fall 2022 for the 2023 plan year. The only exception is if you experience a [Qualifying Life Event](#).

Open Enrollment access in eCAPS ends at 11:59 p.m., Friday, October 29, 2021. Employees are advised to submit their changes as soon as possible in case assistance is needed. Be sure to click the **green submit enrollment** button AND review and download a copy of your Enrollment Preview statement.

2022 FLEXIBLE SPENDING ACCOUNTS

Benefit-eligible employees with Flexible Spending Accounts (FSA and/or DCAP) must access eCAPS to enroll in FSA/DCAP for 2022 if you want to continue to contribute to these benefits. If you elected FSA or Dependent Care Assistance for 2021, your election will NOT automatically roll over to 2022. You must re-elect these benefits each year if you want to participate.

HEALTH SAVINGS ACCOUNT (HSA) ELECTIONS

HSA elections will roll to 2022 if you remain enrolled in the same ABHP plan for 2022. Individuals aged 55+ can contribute an additional \$1,000 per year.

DEADLINE TO SUBMIT DOCUMENTS FOR NEWLY WAIVING MEDICAL OR ADDING NEW DEPENDENTS

Proof of other *group* medical coverage is required if you are newly waiving City medical insurance for 2022. The purchase of medical insurance through Covered California is not *group* coverage. Proof of dependent eligibility is required if you are adding new dependents to coverage for 2022 or if we do not have a copy of your proof documentation on file.

- All proof must be submitted to Benefit Services, 915 I Street, HCH, Plaza Level, on or before November 12, 2021, at 5:00 p.m.

- If proof is not received for newly waiving medical insurance, you will be automatically enrolled in the Sutter Health Plus \$40 HMO employee-only plan for 2022.
- If proof of dependent eligibility is not received for newly added dependents, the dependent cannot be enrolled on a City health plan.
- Refer to the [Acceptable Documents for Qualifying Life Events and Benefit Changes](#) for more detailed information about proof documentation requirements.

QUESTIONS

[Book](#) a one-on-one session with Benefit Services

[Email](#) Benefit Services

[Contact](#) your assigned Benefit Services team member

[Read](#) the 2022 Employee Benefits Handbook

[Benefit Services Division](#)

Department of Human Resources

915 I Street, HCH, Plaza Level

Phone: 916-808-5665

[Team Member Assignments by Department](#)

2022 Open Enrollment is October 4-29, 2021! Remember all changes for the 2022 plan year must be completed by the close of Open Enrollment.