



CITY OF NORWALK  
Personnel & Labor Relations  
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Norwalk, CT 06856

## Annual Open Enrollment – Flexible Spending Account (FSA) and Hyatt Legal Plan Only Sunday, November 3 – Sunday, November 17, 2019

### **THIS IS NOT AN OPEN ENROLLMENT FOR THE HEALTHCARE PLAN**

We will be conducting an open enrollment period for Medical and/or Dependent Care FSAs and the Hyatt Legal Plan for a January 1, 2020 effective date.

#### **Flexible Spending Accounts**

Remember, if you are currently participating in either or both of the FSAs and want to participate in 2020, you **must re-enroll during this period.**

You can use the Dependent Care FSA to pay for day care expenses of:

- Your dependent children under age 13
- Dependents of any age who are incapable of self-care, live with you at least eight hours a day and are claimed as dependents on your income tax return.

A comprehensive list of eligible healthcare and dependent care expenses are provided on the FSA administrator's website: [www.pbscard.com](http://www.pbscard.com). The annual contribution limits will be:

Medical FSA: \$2,700

Dependent Care FSA: \$5,000

You should carefully estimate your medical/dependent care expenses for the year to avoid forfeitures.

#### **Hyatt Legal Plan (MetLaw)**

Through convenient monthly payroll deductions of \$22.50, you'll have access to a national network of over 14,000 attorneys covering a wide range of fully covered legal services with \$0 copay for in-network attorney consultations. Attached is a brochure providing more information. The plan is voluntary but, to participate, you must enroll during the annual open enrollment window. If you are already enrolled in this plan, re-enrollment is not required.

**Enrollment in these programs will be via the City's Employee Self Service (ESS) platform:**

<https://norwalkct.munisselfservice.com/>. *Attached is an email from the IT department with the ESS Login Instructions. If you need assistance with the new ESS login, please contact the IT department at 203-854-7714.*

***Annual enrollment for the healthcare plan will occur in June of 2020.***