

BENEFITS BULLETIN

Judicial Officers & Staff Edition
November 2026

Healthcare FSA Enrollment/Re-Enrollment Alert

The healthcare flexible spending account program, administered by Lively, allows enrollees to set aside pre-tax dollars for reimbursement of qualified medical expenses.

Using Your 2026 Funds (Current Participants)

Did you know you have a **60-day grace period** to incur and use any remaining funds from the 2026 plan year?

- **Spend Down Deadline:** Current enrollees have until **March 1, 2027**, to exhaust their 2026 funds.
- **Submission Deadline:** All expense submissions or claim substantiation documents for 2026 must be received by Lively, the plan administrator, no later than **March 31, 2027**.

Enrolling or Re-enrolling for 2027

If you want to participate in the Healthcare FSA plan for 2027, action is required:

- Simply click on the open enrollment task in your **Workday inbox** to sign up by **November 30, 2026**.
- If you are *currently* enrolled and want to continue next year, **you MUST re-enroll** during this open enrollment period.
- Debit Cards:
  - **New participants:** will receive their FSA debit card in the mail before January 1, 2027.
  - **Current participants:** will continue using their existing card for 2027.
- Following open enrollment, all enrollees will receive an email directly from Lively to their work email to finalize the set-up of their account on Lively's website.

Contribution Limits & Rules

- **Limit:** Subject to IRS restrictions, contributions are capped at **$3,400**.
- **Lock-In:** Once enrolled, you cannot change your election amount for the year.
- **Important Rule:** Because this is a **use-or-lose program**, be sure to review the list of IRS-eligible FSA expenses and choose your contribution amount conservatively.

Need Help?

Lively's support team is available to answer your FSA questions Monday through Friday from 9:00 AM to 9:00 PM:

- **Email:** support@livelyme.com
- **Phone:** 1-888-576-4837

Medical Insurance Open Enrollment

The annual medical insurance enrollment period is now open and runs through **November 30, 2026**.

If you are satisfied with your coverage, your current plan will remain in place and no action is required.

What You Can Do

During this period, eligible members and staff have the opportunity to:

- **Enroll**, if you are not currently enrolled
- **Add qualifying dependents**

- **Change plans**, where available*

Plan Options

- **Highmark PPOBlue:** Available to all members and staff. This plan features a **$10 office visit co-payment** with **no deductible** for covered services from in-network providers.
- **UnitedHealthcare (UHC) ChoicePlus PPO:*** Available to judges and staff in Western PA. This plan also offers **no deductible** on in-network care and **$10 co-payments**.

How to Make Changes

- Log in to Workday.
- Go to the left-side navigation and select **Personal**, then click **Benefits and Pay**.
- Navigate to the top of the screen under Tasks and Reports and click **Change Benefits**.
- Set the Change Reason to **Medical Insurance/Dependent Care FSA OE**.
- Enter **01/01/2027** and click the blue **Submit** button.
- In the pop-up window that appears, click **Open** to update your benefit elections for 2027.

If you encounter any problems, please contact AOPC HR for assistance.

Dependent Care FSA Open Enrollment

The dependent care flexible spending account (FSA) program, administered by HealthEquity, allows enrollees to be reimbursed for qualified dependent care expenses through pre-tax payroll deductions. A qualifying "dependent" may be a child under age 13, a disabled spouse, or an older parent in eldercare. Care includes: daycare, nursery school and preschool, summer day camp, elder daycare, and before and/or after school programs.

How to Make Changes

- Log in to Workday.
- Go to the left-side navigation and select **Personal**, then click **Benefits and Pay**.
- Navigate to the top of the screen under Tasks and Reports and click **Change Benefits**.
- Set the Change Reason to **Medical Insurance/Dependent Care FSA OE**.
- Enter **01/01/2027** and click the blue **Submit** button.
- In the pop-up window that appears, click **Open** to update your benefit elections for 2027.

If you encounter any problems, please contact AOPC HR for assistance.

Benefit Notices

The following annual legal notices can be found on the Benefits Dashboard in Workday or by clicking here:

- *Children's Health Insurance Program (CHIP)*
- *Continuation Coverage Rights Under COBRA*
- *Health Insurance Marketplace Notice*
- *Health Insurance Portability & Accountability (HIPAA) Privacy Notice*
- *Medicare Notice of Creditable Coverage*
- *Women's Health and Cancer Rights Act*
- *UHC Non-Discrimination Accessibility Notice*

2027 Benefit Documents

The 2026 Drug Exclusion List, Preventive Schedules, Benefit Summaries and SBCs are posted on the Benefits Dashboard in Workday. While the 2027 Documents are not yet finalized, they will be posted as soon as they are available.

You have several options to view and print these documents:

- Log in to Workday and then click here
- Log in to your member account at:
  - Highmark—www.highmark.com
  - UHC—www.myuhc.com
  - BeneCard—https://benecardpbf.com

Human Resources
601 Commonwealth Ave
PO Box 61260
Harrisburg, PA 17106-1260

(717) 231-3309
(717) 231-3310 (fax)

Human.Resources@pacourts.us
Benefits Dashboard (Workday)