

EMPLOYEE BENEFITS IN RESPONSE TO COVID-19

The Benefits staff continues to be available during regular business hours. Please send all inquiries to BenefitsAdmin@oaklandca.gov. Documents can also be faxed to 510.238.6560.

In the wake of the COVID-19 pandemic, many employees are being required to work from home. Here is some benefit related information you may want to consider during this time.

PROGRAM	WHAT YOU CAN DO
DEPENDENT DAYCARE (DCAP)	Certain changes in family status are considered qualifying life events in which employees are entitled to change their Dependent Day Care elections. If your personal situation has changed and you need to enroll in, reduce or cancel a DCAP election, please complete and submit the attached form and return it to our office as soon as possible. Please provide a brief explanation with your request. Refer to the Dependent Care FSA FAQs for additional information.
MEDICAL REIMBURSEMENT (MCAP)	There are currently no provisions in place to allow employees to make changes to or enroll in the MCAP program as a result of COVID-19. As the situation changes, so may the IRS regulations regarding this. If policy changes occur, employees will be notified as quickly as possible.
ACTIVE SPORTS	The Oakland Active Sports location has been temporarily closed and is not set to re-open until mid- April at the earliest. All Active Sports accounts will be placed in a "suspend" status effective April 1st. The suspend status requires a membership dues deduction at an even further reduced amount of \$20. If you wish to cancel your membership, you may do so by emailing BenefitsAdmin@oaklandca.gov . Please note that cancelling your membership as opposed to suspending your account may result in a new activation fee upon re-enrollment.
COMMUTER/ PARKING PROGRAMS	Employees who participate in the GoNavia Commuter Benefits plan and will be working from home on an extended basis should log in to the Navia website as soon as possible but no later than April 20th (naviabenefits.com) to review and change/cancel your upcoming or recurring transit and parking orders, if necessary. You can cancel existing monthly orders that will go unused in the near term and easily reinstate those orders when you return to work. Transit and parking orders that were previously added to your Navia benefits card will also be there for you when you return to work. Please note, April orders have already been processed and cannot be changed at this time. You will need to speak directly with your parking provider regarding suspending your parking account temporarily if necessary. Each parking vendor may have their own policy in place for managing accounts at this time.
457 DEFERRED COMPENSATION	Employees may continue to make contribution changes to their 457 Deferred Compensation account on-line at ICMA-RC.org or by calling ICMA-RC directly at 800.669.7400.