



News and information from the Iowa Department of Administrative Services, Human Resources Enterprise

HREXPRESS

November 2020

Risk & Benefits Management

Organizational Performance

Employment Services

State of Iowa Benefits

Your Flexible Spending Account(s): What You Need to Know

To help you make the most of your Flexible Spending Account (FSA) benefit, key information and deadlines for health and dependent care FSAs are highlighted below:

- **If you enrolled in the 2021 FSA program:** You will receive an enrollment confirmation from ASIFlex in mid-December. Please review it carefully to ensure your annual election(s) and banking information are correct. Contact your [Human Resources Associate](#) before December 31, 2020, if you find any errors needing correction.
- **If you are currently enrolled in the 2020 health FSA plan:** You have until December 31, 2020, to incur claims and be reimbursed with 2020 contributions. If you have any remaining funds, you may [carry over](#) up to \$500 to 2021 for use with 2021 claims.
- **If you have any remaining health FSA carryover funds from 2019:** You have until December 31, 2020, to incur claims and be reimbursed with those funds. You may submit these claims to ASIFlex through April 15, 2021.
- **If you are currently enrolled in the 2020 dependent care FSA plan:** The grace period allows you to use 2020 contributions for daycare expenses incurred through March 15, 2021.

View information about [claim submissions](#) or contact ASIFlex at 800-659-3035 if you have questions or need assistance.

Your Supplemental Life Insurance and Evidence of Insurability

Did you elect to increase your supplemental life insurance during the recent Enrollment and Change period? If so, don't forget to complete the Evidence of Insurability (EOI) online.

The EOI for additional supplemental life insurance you elected must be on file with The Standard by **December 29, 2020**. If the EOI is not on file by December 29, 2020, your request for additional supplemental life will be denied.

If approved, the increase in supplemental life coverage will be effective January 1, 2021, or the first of the month following written notification of approval by The Standard.

Please contact Rachel Wilson at rachel.wilson@iowa.gov or 515-281-8866 if you need access to the EOI or have additional questions.

Retirement Savings

No Change to IRS 457 Limits for 2021

Although the IRS has not changed the 457 Limits for 2021, now is a great time to review contributions to your Retirement Investors' Club (RIC) plan. If you would like to make changes, complete and return a [RIC Account Form](#) at any time.

Year	Regular Limit	Age 50+ Limit**	3-Year Catch-Up Limit***
	Lesser of 100% of compensation* or:	Regular limit + \$6,500 for employees age 50+	Regular limit + missed contributions up to:
2021	\$ 19,500	\$ 26,000	\$ 39,000
2020	\$ 19,500	\$ 26,000	\$ 39,000

Please Note: The combined amount of all 457 pretax and post-tax Roth elective contributions in a tax year is limited to the IRS maximum contribution limits shown above.

New to RIC? Check out the great benefits and find out how to enroll by visiting [the RIC website](#).

Thinking About Retirement? Information You Need to Know

What do I do with the funds in my deferred compensation account? How do I continue my health and dental insurance? These questions and more are answered in a series of presentations offered by DAS staff. Consider attending the following presentations in December:

- December 10 1:00 - 2:00 p.m. [Continuing Insurance Benefits at Retirement: BEFORE Medicare-Eligibility](#)
- December 15 1:00 - 2:00 p.m. [RIC Deferred Compensation Ready to Retire and Take Income](#)
- December 17 9:00 - 10:00 a.m. [Continuing Insurance Benefits at Retirement: AFTER Medicare-Eligibility](#)

The presentations are webcasts, unless otherwise noted, and you may attend online from your computer or other internet-enabled device from work or from home.

Attend RIC Introduction & Enrollment on December 8

If you wonder how you can save additional money for your future, you'll want to attend the RIC *Deferred Compensation Introduction & Enrollment* presentation. Through this presentation, you will learn about the State's supplemental retirement savings and employer match benefit known as the Retirement Investors' Club (RIC).

Register and join us on December 8, from 9:00 to 10:00 a.m., at [RIC Deferred Compensation Introduction and Enrollment](#).

News from Your Retirement Investors' Club (RIC) Providers

From time to time, one or more of the RIC providers (AIG, Horace Mann, MassMutual, Voya) share tools and information to assist retirement savers with planning and investment strategies. See current messages from the providers below.



Start Budgeting Now for Your Holiday Spending

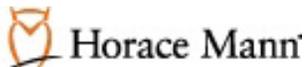
As the temperatures get colder, we are reminded the holiday season is right around the corner and it can be expensive. According to the National Retail Federation, 2019 holiday sales grew 4.1 percent to \$730.2 billion and retailers are expecting the holiday season to be longer this year than last.*

As with retirement, you know the holiday season is coming, so it's important to plan ahead. Consider these tips to prepare for the upcoming holidays:

- Make a list of what you want to buy and for whom.
- Consider the total cost and then trim your list if needed.
- Manage expectations: Talk with the kids if your budget can't cover what they want.
- Ignore the hype: Look for the door buster sales, but don't let them lure you away from your list.
- Determine what you can spend and frame your holiday shopping around that - not the other way around.

To develop a strategy that's right for you and to learn more about how you can enjoy the holidays without impacting your financial goals, visit iowa.aigrs.com or schedule time with one of our dedicated financial professionals.

* Source: National Retail Federation, 2020.



No Question Unanswered

We don't just serve our community, we're a part of it and we're committed to making it better. We are inspired by you - the ones who derive value and meaning from your work, above and beyond a paycheck.

We know planning for retirement can seem daunting, complicated, and overwhelming. We'll roll up our sleeves and work with you to help find the right solutions. If you have questions, contact a [Horace Mann advisor](#) or visit the [Horace Mann website](#).

If you haven't already, [consider enrolling](#) in Horace Mann Retirement Advantage, available under your Iowa Retirement Investors' Club program. If you've already enrolled, consider [increasing](#) your monthly contribution. Even a few dollars may make a difference in the long run.

No matter where you are in your retirement journey, remember Horace Mann is here to help you and we leave no question unanswered.



Investing: A Critical Part of Reaching your Retirement Goals

Investing – also known as asset allocation – can be one of the most challenging parts of managing your retirement plan. Take a few minutes to watch a quick [video](#) to help you understand how asset allocation works. Contact your [MassMutual advisor](#) to learn more about your financial choices, including help with saving in the Iowa RIC plan.



Financial Wellness Tool for Voya Savers

Many State of Iowa employees save for a secure retirement through the Iowa Retirement Investors’ Club (RIC) program. Voya offers a financial wellness platform to help investors make sound financial decisions today for benefit in the future.

Whether you are just starting your career or nearing retirement, now is a good time to focus on the things you can do to get on track and stay on track for the retirement of your dreams. Log into your Iowa RIC account at iowa.beready2retire.com and click “Financial Wellness” to make it happen.

Health and Well-Being

New Healthy Employees Initiative - Coming Soon!

The Education and Engagement Committee of the Healthy State of Iowa Employees Initiative will launch a new quarterly newsletter at the end of this month. This lively and informative publication is designed to help inform State of Iowa employees of wellness opportunities on the Capitol Complex and throughout the state.

Look for the Healthy State of Iowa Employees newsletter - coming soon to your inbox!

Free Health and Well-Being Seminars Offered Online

On-demand online seminars covering various health and well-being topics are available from the State’s Employee Assistance Program (EAP) at www.EAPHelplink.com. Use Company Code: **IOWA** and click on e-learning for a list of available online seminars.

You can view online seminars from your computer or any other internet-enabled device at your convenience. The seminars are free of charge with the most recent offerings accessible on the available dates listed below:

Available now

Building Resilience Muscles

Learn resilience by understanding yourself and identifying the mental obstacles that get in your way.

Available beginning December 15

Know Your Strengths

Explore how confidence and a strengths-mindset can enable you to respond more creatively to challenges.

EAP also offers confidential resources to help employees and eligible family members address challenges which may impact job performance, affect well-being, and take a toll on overall health. EAP services are provided at no cost to employees and eligible family members.

For more information, additional EAP resources, and a flier outlining the 2020 On-Demand Online Seminars, visit the DAS [Employee Assistance Program](#) web page.

COVID-19 Informational Resources Available

The State of Iowa offers the latest information regarding the COVID-19 outbreak in Iowa. Here are a few important resources to check out, including The State of Iowa Return to State Buildings Guidance and DAS HR FAQs updated November 19.

- **DAS Return To Work Guidance and COVID-19 FAQs**

For more information about returning to State buildings and answers to your most frequently-asked questions on COVID-19, [refer to the guidance and updated information from the Department of Administrative Services \(DAS\)](#).

- **Wellmark Benefits, Employee Assistance Program, DAS Human Resources**

The Department of Administrative Services Human Resources Division has a webpage dedicated to the topic of COVID-19. It includes resources on Wellmark benefits, information from the State of Iowa's Employee Assistance Program (EAP), training and course options, and a detailed breakdown of government guidance from the State and Federal levels at <https://das.iowa.gov/human-resources>.

- **Federal Families First Coronavirus Response Act (FFCRA) Information**

DAS offers FAQs on the Federal Families First Coronavirus Response Act (FFCRA). This Federal law gives guidance for leave in light of the pandemic.

https://das.iowa.gov/sites/default/files/hr/documents/COVID19/FFCRA_FAQ.pdf

- **Training and Courses Specific to COVID-19**

Courses specifically targeted to COVID-19 preparedness and precautions are available at <https://das.iowa.gov/human-resources>.

- **State of Iowa Coronavirus Website**

Statewide information regarding COVID-19 is available at <https://coronavirus.iowa.gov/>. This website is updated with numbers of cases per county, Test Iowa details, and Governor proclamations, among other topics.

DAS Education

Certified Public Manager (CPM) Cohort Begins Soon - Sign Up Now!

Applications are now being accepted for the next CPM Cohort 35, beginning January 11, 2021. Graduation from the program will take place on June 8, 2022.

The [Certified Public Manager® program \(CPM\)](#) is designed to benefit participants and their respective agencies. Managers and supervisors can enhance personal leadership strengths and find ways to become more effective in the workplace, while employers develop their talented supervisors and managers and help them take the next step in their careers.

In response to the COVID-19, CPM is now offered online for the time being. This online learning experience features real-time virtual class sessions and other online engagement. Participants are asked to have access to a computer or device with an internet connection plus a microphone and camera to allow virtual engagement with others in real-time. If that resource is not available to you, please contact kim.hanson@iowa.gov.

For more information:

- Visit the Drake University website at <http://www.drake.edu/cps/certifiedpublicmanagerprogram/>.
- Visit the National Certified Public Managers website at <http://cpmconsortium.org/>.
- Read the [CPM FAQ](#).

Performance & Development Solutions (PDS) Training

Virtual PDS Instructor-Led Courses

Many of our classroom courses have been updated to an online live format. The courses will run as scheduled and the normal 14-day cancellation policy applies. Performance & Development Solutions limits class size to 18 participants on a first-come, first-served basis. For classes with more than 18 people enrolled, new dates will be added and we will work with participants to reschedule as needed. See the [latest course listings](#).

Performance & Development Solutions On-Demand Courses

Our on-demand courses can be completed at any time. Many of these courses are policy related and may be required training. See these class listings at [On Demand Course Options](#).

New Horizons Virtual and On-Demand Computer Courses

[Computer training courses are still offered by New Horizons](#).

Please feel free to print a copy of this month's newsletter to share with co-workers.

"HRExpress" is a monthly publication for State of Iowa employees.

If you have questions or suggestions for future content, please contact us at hrexpress@iowa.gov