



deadline extended to submit claims for 2019 flexible spending account expenses

Update to the summary plan descriptions (SPD)
All changes described in this SMM are effective July 1, 2020.

The enclosed information serves as an official summary of material modification (SMM) for the **Dependent Day Care Spending Account (DCSA) Plan**. Please keep this information with your other plan documents for future reference. You can access the summary plan descriptions for your benefits at hr2.chevron.com or by calling the HR Service Center at **1-888-825-5247**.

Under normal Dependent Day Care Spending Account (DCSA) plan rules, June 30, 2020, is your last chance to submit claims for reimbursement of eligible expenses incurred on or before December 31, 2019.

Due to the current global pandemic, the deadline to submit claims has been extended to 60 days after the President announces the end of the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak.

While you have the extra time if you need it, we strongly encourage you to submit your 2019 claims as soon as possible, if you haven't already done so.

Please keep in mind that your Chevron flexible spending account plans do not have a *grace period* or *carryover* feature, so this means you can only submit a claim for reimbursement of eligible expenses you incurred by December 31, 2019.

how to submit a claim

If you miss the extended claims deadline, you will not be reimbursed, and any remaining funds in your 2019 account will be forfeited. As a reminder, **HealthEquity** was the claims administrator for your 2019 account(s).

- **Paper claim forms** | Access the **Forms Library** on hr2.chevron.com/document-library/forms
- **Online claims** | Access your HealthEquity account at my.healthequity.com

have questions?

If you have any questions about your 2019 account or need help filing a claim, contact HealthEquity:

- **Phone** 1-866-346-5800
- **Email** memberservices@healthequity.com