



carryover and extended claims deadline updates

dependent day care spending account plan effective january 1, 2022 through december 31, 2022

Update to the summary plan descriptions (SPD)

Changes described in this SMM are effective January 1, 2022 through December 31, 2022.

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**.

introduction

This document describes the following changes to the Chevron Dependent Day Care Spending Account (DCSA) Plan as permitted by the 2021 Consolidated Appropriation Act:

- Carryover opportunity for unused 2021 dependent day care flexible spending account funds into 2022.
- Deadline to submit claims for eligible expenses incurred January 1, 2021, through December 31, 2021, is temporarily extended.

This document applies to eligible, former U.S.-payroll employees.

who to contact



- Contact **Anthem** directly at **1-844-627-1632** to discuss reimbursement claims, eligible expenses, or carryover questions.
- More DCSA information and claim resources are available on hr2.chevron.com. Go to **Wealth Management** on the top navigation, then choose **Dependent Day Care Account** from the dropdown menu.

claims deadline extended

Due to the current global pandemic, the deadline to submit claims for eligible expenses incurred **January 1, 2021**, through **December 31, 2021**, has been extended. The deadline for 2021 claims is **60 days** after the President announces the end of the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak *or* **June 30, 2022**, whichever occurs *later*. **After the applicable claims deadline, you can no longer submit a claim for expenses incurred in 2021.**

While you have extra time to submit claims if you need it, we *strongly* encourage you to submit as many of these claims as possible prior to the normal claims deadline of June 30, 2022, to assist with processing the carryover of your 2021 DCSA (if any).

temporary carryover opportunity former employees enrolled in the DCSA in 2021

Typically, the money in your DCSA can be used only for eligible expenses incurred between January 1 and December 31 in the year you are enrolled. Any remaining balance left in your account after the final claim filing deadline will be forfeited.

Due to the COVID-19 public health emergency, DCSA participants may have more unused DCSA amounts at the end of the plan year than in previous years. To address this issue, Congress and the IRS temporarily adjusted standard flexible spending account rules and requirements. **Chevron has adopted this increased flexibility for January 1, 2022, through December 31, 2022, and Chevron DCSA Plan participants now have access to carryover balances as described in this document.**

who is eligible for the carryover

To be eligible for the special, carryover opportunity, you must satisfy **all** of the following requirements:

- You were a U.S.-payroll employee **enrolled in the DCSA** for all or part of the 2021 plan year.
- You have **at least \$25 in unused funds** in your 2021 DCSA. There is *no* maximum limit to the amount you're permitted to carry over.
- You **do not have to be enrolled in or contribute to the DCSA in 2022** to receive your carryover, if any.

how the carryover works

Step 1: Submit your outstanding 2021 claims.

While the claims deadline has been extended for eligible expenses incurred January 1, 2021, through December 31, 2021, you're strongly encouraged to submit claims as soon as they happen. Claims for eligible expenses submitted by June 30, 2022, will be paid from your 2021 DCSA account balance.

example

You elect to contribute \$1,000 to your 2021 DCSA account.

Prior to adopting the carryover, the money in your 2021 DCSA can be used for eligible expenses incurred January 1, 2021, through December 31, 2021.

Expense	2021 Account balance is now ...
\$100 on July 8, 2021.	\$900
\$50 on September 12, 2021.	\$850
You submit a claim form on June 10, 2022, for a \$100 eligible expense incurred on March 10, 2021, that you forgot about.	\$750

Step 2: Anthem determines your carryover, if any

Carryover amounts will not be available in your account until *after* June 30, 2022. Anthem will process all 2021 claims submitted by June 30, 2022, and then review the remaining 2021 DCSA account balances for participants who are eligible to receive a carryover. Anthem will automatically apply your eligible carryover amount to your account *after* June 30, 2022, as follows:

- If your 2021 DCSA account balance is **under \$25**, you will not receive a carryover.
- If your 2021 DCSA account balance is **at least \$25**, your remaining account balance will carry over.

example

You elected to contribute \$1,000 to your 2021 DCSA account.

Expense	2021 Final account balance
You incurred \$250 in total expenses incurred between January 1 and December 31, 2021. You submitted all outstanding 2021 claims prior to June 30, 2022.	\$750
Amount that will carryover to 2022. As a reminder your carryover amount will appear in your account <i>after</i> June 30, 2022:	\$750
Amount from your 2021 DCSA that will be forfeited:	\$0

Step 3: How to use your carryover

If your employee DCSA coverage ended in 2021 ...

If you left Chevron in 2021, and you're eligible for carryover, your carryover amount will be applied to your existing DCSA account after June 30, 2022. Your account will remain available for you to use the carryover amount according to normal plan rules. You can continue to submit claims and access your account online just as you did in 2021.

- The money in your 2022 DCSA account, which now includes any carryover, can be used for:
 - Eligible expenses incurred **January 1** through **December 31, 2022**, as long as the deadline to claim 2022 expenses has not passed. The normal claims deadline for 2022 eligible expenses is June 30, 2023.
 - Eligible expenses incurred **January 1** through **December 31, 2021**, as long as the deadline to claim 2021 expenses has not passed. The claims deadline for 2021 eligible expenses is 60 days after the President announces the end of the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak **or** June 30, 2022, whichever occurs *later*.
 - As a reminder, while you are eligible to use carryover amounts in your account, if any, you still are not eligible to make new contributions to your DCSA account after your participation in the plan ended.

If your employee DCSA coverage ended in 2022 ...

If you left Chevron in 2022, and you were a participant in the DCSA in 2021 *and* in 2022, your *new*, total 2022 DCSA balance must be used according to normal plan rules. This means:

- The **2021 carryover amount**, now included in your 2022 DCSA account, can be used for:
 - Eligible expenses incurred **January 1** through **December 31, 2022**, as long as the deadline to claim 2022 expenses has not passed. The normal claims deadline for 2022 eligible expenses is June 30, 2023.
 - Eligible expenses incurred **January 1** through **December 31, 2021**, as long as the deadline to claim 2021 expenses has not passed. The claims deadline for 2021 eligible expenses is 60 days after the President announces the end of the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak **or** June 30, 2022, whichever occurs *later*.
- The **2022 contributions** you made to your 2022 DCSA account prior to leaving Chevron can be used for:
 - Eligible expenses incurred **January 1** through **December 31, 2022**, as long as the deadline to claim 2022 expenses has not passed. The normal claims deadline for 2022 eligible expenses is June 30, 2023.
 - You *cannot* use new 2022 contributions to pay for eligible expenses incurred **January 1** through **December 31, 2021**, even if the claims deadline has not passed.
 - There is no opportunity to carry over 2022 balances into 2023; 2022 account balances must be used according to normal plan rules.
- As a reminder, while you are eligible to use carryover amounts in your account, if any, you still are not eligible to make new contributions to your DCSA account after your participation in the plan ended.

This communication provides only certain highlights about changes of benefit provisions. It is not intended to be a complete explanation. If there are any discrepancies between this communication and the legal plan documents, the legal plan documents will prevail to the extent permitted by law. There are no vested rights with respect to Chevron health care plans or any company contributions towards the cost of such health care plans. Rather, Chevron Corporation reserves all rights, for any reason and at any time, to amend, change or terminate these plans or to change or eliminate the company contribution toward the cost of such plans. Such amendments, changes, terminations or eliminations may be applicable without regard to whether someone previously terminated employment with Chevron or previously was subject to a grandfathering provision. Some benefit plans and policies described in this document may be subject to collective bargaining and, therefore, may not apply to union-represented employees.