

Dependent Care FSA Change Events

Benefit Advantage has received numerous questions regarding the Coronavirus/COVID-19 and its impact on the Dependent Care FSA as work schedules change. Please keep in mind that a Dependent Care participant may experience multiple qualified status change events as their work situation changes.

The following are some common situations and the applicable change allowed.

DEPENDENT CARE EVENT	ALLOWABLE ELECTION CHANGE
Change from one childcare provider to another that charges a different amount.	Increase or decrease election to correspond with change in fees.
Increasing the number of children that need child care or the number of hours that child care is needed (i.e. because schools are closed)	Increase election consistent with increase in child care costs.
Decreasing the number of children that need child care or the number of hours that child care is required	Decrease or cease election consistent with decrease in child care costs/needs.
Changes to participant's schedule or work location which makes a different child care center more convenient.	Increase or decrease election to correspond with change in child care provider and subsequent change in fees.
Changing child care provider because a provider (i.e. parent, family member) is now providing child care for free.	Decrease or cease election.
Person was not previously enrolled in DCFSA because children were at school. Schools are now closed and employee needs DCFSA.	Enroll in DCFSA.
Participant and spouse were both actively working and participant was enrolled in DCFSA. Spouse loses job and will now watch children at home while in-between jobs.	Decrease or cease election.
Participant's spouse begins new job so child care is needed.	Enroll or increase election.
A participant or their spouse experiences a change in work schedule, which affects the number of hours that are needed for child care (increase or decrease).	Participant is allowed to increase or decrease their election to correspond with the change in amount of child care needed.

****Please note when an employee needs to make a change, they should communicate with their HR contact as the first step.**

HR should make the necessary changes within the Admin Portal before the next payroll is submitted.