Dependent Care FSA Elections Update

• People First is allowing employees to change their Dependent Care Reimbursement Account elections.

• The annual coverage level can be decreased to, at minimum, what has been contributed Year-To-Date

• Example:
  
  o 2020 Open Enrollment election = $5,000/annual

  o 2020 Year to Date contributions = $2,000.00

  o An Employee with this plan may call People First to REDUCE their current 2020 election due to childcare that is not needed (school closure/working from home/etc.) to, at minimum, their Y-T-D contribution of $2,000.

  o This becomes the new annual election, and payroll deductions are decreased or ended depending on the amount of the new elected annual amount.

• If the situation changes later in 2020 (children return to school/summer camps open/etc.) employees may go through the process a second time to increase the election amount and restart payroll deductions.

• All changes must be made in communication with Human Resources. Send Confirmation Statements by email, fax, or mail to assure completion of any update. Contact Human Resources at (850) 474-2694 or hr@uwf.edu with any questions or to report a change request.