The Division of State Group Insurance has recently received an increase in inquiries regarding changes to dependent care flexible spending accounts (FSAs). The State Group Insurance Program (Program) cafeteria plan already provides for mid-year election changes to the dependent care FSA for situations that your employees may be experiencing. The State of Florida Qualifying Status Change (QSC) Event Matrix (QSC Event Matrix), which is the Program’s guiding document to determine QSC event change qualifications, allows employees to change their dependent care FSA mid-year for the following reasons:

- Reductions in childcare hours (QSC #24)
- Change in employment status for enrollee or spouse (QSC #24 or #27)
- Family and Medical Leave Act (FMLA) (QSC #34)
- Change of cost from the provider (QSC #24)
- Change of provider resulting in change of cost (QSC #24)

These QSC events, as found in the QSC Event Matrix, effective January 1, 2018, are as follows:

24. Significant cost changes - Election change may be made whenever there is a change in provider or a change in hours of dependent care; no change can be made when the cost change is imposed by a dependent care provider who is a relative of the enrollee.

27. Change in spouse’s employment status - Enrollee may enroll or increase annual election if spouse’s employment status changes (such as spouse starts working or work hours increase); or if a spouse ceases to work or a dependent loses eligibility, enrollee may decrease the annual election to no less than the amount that has been contributed through payroll deduction as of the date the request is approved and the FSA is terminated to reflect loss of eligibility for coverage (e.g., if spouse stops working).

34. Employee commences FMLA - Enrollee may decrease annual election to no less than the amount contributed through payroll deduction as of the date the request to decrease the annual election is approved.

If an employee experiences any of the above life events, the employee may decrease the amount of their annual contribution to no less than the amount they have contributed to the account as of the date of the request. The employee has 60 days from the date of the event to call the People First Service Center at 866-663-4735, TTY 866-221-0268 to make an election change.

Note for UWF Employees: Enrollees needing to make changes to their Dependent Care FSAs will need to contact Human Resources for assistance. Confirmation Statements must be provided via 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.