

Changes allowed due to COVID – 19

Making changes to your election amount/cancelling your DCRA

You may not have the anticipated dependent care expenses this year that you budgeted for during the previous Open Enrollment. In light of these unique circumstances, members are allowed to change or prospectively cancel the annual election amount of their DCRA for the current plan year that ends on September 30, 2020. To make an adjustment to your annual election amount or to request a prospective cancellation:

- **Complete a FLEXIBLE SPENDING ACCOUNT STATUS CHANGE form.** The form can be found by clicking [here](#). You can also call PEEHIP at 877.517.0020 to request a form.
- **For this plan year only,** changes can be made through September 30, 2020. Due to the unique circumstances associated with COVID-19, you will not be required to provide supporting documentation. Please write “COVID-19” on the “Date qualifying event occurred” line.
- **Submit your completed form** to PEEHIP at the address shown on the top of the form. Because the new election or cancellation will only apply prospectively, we urge you to return the form as soon as possible if you would like to make a change.
- You can also upload your completed form to PEEHIP via Member Online Services (MOS), which can be accessed by clicking [here](#) and navigating to the “My Account” link.
- **If you choose to change your annual election amount,** the new election amount cannot be less than the amount already reimbursed to you and cannot be less than the amount already withheld from your salary this plan year. **If you choose to cancel your participation in the DCRA** plan going forward, you may still request reimbursement for services rendered by the effective cancellation date. **Unused funds will be forfeited.**

For example, a member is currently enrolled for an annual amount of \$1,200. The current monthly contribution is \$100. As of the end of June 2020, the member will have contributed a total of \$900. The member has submitted a reimbursement request for a total of \$600 this plan year. The current balance in the DCRA as of the end of June will be \$300 if no additional requests are received this month. If the member cancels the account effective July 1, 2020, the remaining \$300 will be forfeited. To keep access to the remaining \$300 until the end of the extended plan but reduce his monthly contribution amount to \$0, the member will request to change the annual election amount to \$900. The member will have until January 15, 2021, to request reimbursement through HealthEquity for qualified services rendered for eligible dependents by December 31, 2020.

For additional assistance, please contact our office at 877.517.0020.