

Dependent Daycare Accounts (DCA) Life Changes (COVID-19)

- If the daycare closes or the summer camp in which your dependent was enrolled is cancelled or starts late, this is as a qualified life event (QLE). Email a letter to [askhr](#) from the daycare center or camp with this information and let us know if you'd like to stop or decrease your Dependent Daycare Account (DCA) on the first of the month following receipt of the letter. If you elect to decrease your contributions, let us know the total annual amount you'd like to contribute to your DCA. This amount must be at least \$120, the annual FSA minimum, and can't be less than the amount you've already contributed.
- If the school in which your dependent is enrolled opens resulting in the need for after-school care, this is a qualified life event (QLE). Email a letter to [askhr](#) from the after-school care program with information regarding your dependent's enrollment and let us know if you'd like to start or increase your Dependent Daycare Account (DCA) on the first of the month following receipt of the letter. Provide us with the total annual amount you'd like to contribute to your DCA. This amount must be at least \$120, the annual FSA minimum.
- If you are removing your child from a center or disenrolling them from summer camp for their safety due to COVID-19, this is a qualified life event (QLE). Write a letter explaining why you removed your child and the date they were removed. Email the letter to [askhr](#) and let us know if you'd like to stop or decrease your Dependent Daycare Account (DCA) on the first of the month following receipt of the letter. If you elect to decrease your contributions, let us know the total annual amount you'd like to contribute to your DCA. This amount must be at least \$120, the annual FSA minimum, and can't be less than the amount you've already contributed.
- If you are changing your worksite from the office to home (telecommuting) or vice versa, this is a qualified life event (QLE). Write a letter explaining your change in worksite and the date of its occurrence. Email the letter to [askhr](#) and let us know if you'd like to increase or decrease your Dependent Daycare Account (DCA) on the first of the month following receipt of the letter. Let us know the total annual amount you'd like to contribute to your DCA. This amount must be at least \$120, the annual FSA minimum, and can't be less than the amount you've already contributed. With this QLE, you cannot stop or start your DCA.

- No refunds can be provided for funds already contributed to your DCA.
- If you elect to stop your DCA, you will not be able to restart it for the remainder of the calendar year. The money you've accumulated in your account can be used to pay daycare expenses that occurred prior to the termination of your account which is the last day of the month in which you submit your request.
- If you elect to decrease or increase your contributions to your DCA, you will be able to use the money you accumulate in your account during that calendar year for daycare expenses that occur through the grace period which ends March 15th of the following year.