

# DEPENDENT CARE ASSISTANCE PROGRAM (DCAP)

2013 PLAN YEAR  
OPEN ENROLLMENT!

**The open enrollment period for the 2013 Plan Year is from  
November 1, 2012 through November 30, 2012.**

The Dependent Care/Day Care Assistance Program (DCAP) provides a tax-free way to pay for dependent care expenses. The State of Connecticut recognizes that it has become increasingly difficult for employees to pay for these expenses. For this reason the Office of the State Comptroller provides a benefit program that offers significant tax advantages to reduce the cost of dependent care expenses.

## HOW DOES IT WORK?

Each dollar you put into the DCAP is a dollar not taxed. If, for example, you pay approximately 30% of your income in federal, state and social security taxes, using the DCAP would effectively reduce your dependent care expenses by 30%. You may contribute up to \$5,000 of your salary to your DCAP (\$2,500 if you are married and filing separately). If you are married, your spouse must also work, be a full-time student, or be disabled.

**Any DCAP monies that are not spent during the plan year will be forfeited.**

## Whom can I include in my DCAP?

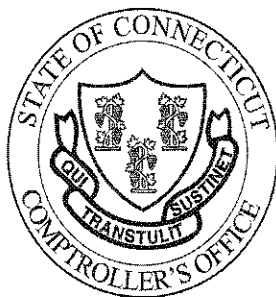
- Children under the age of 13, whom you are entitled to claim as dependents on your federal income tax return; and/or
- A disabled spouse or other disabled dependent who spends at least eight hours a day in your home.

## What services are included?

- Care at licensed nursery schools, day camps (not overnight camps) and child care centers that provide day care.
- Services from individuals who provide care in or outside your home.

Contact Progressive Benefit Solutions (PBS), the Third Party Administrator for the State of Connecticut DCAP program, at 1-866-906-8023 for information regarding DCAP benefits and the enrollment process. Enrollment forms may be downloaded from the OSC web site: <http://www.osc.state.ct.us/empret/dcapprog/index.html>, the PBS web site: [www.ctpbs.com](http://www.ctpbs.com) or by contacting PBS at 1-866-906-8023.

Remember, even if you are currently participating in the DCAP program, you must complete a new election form for the 2013 Plan Year. **Enrollment forms must be postmarked by November 30, 2012. The plan cannot accept late enrollments for any reason.**



Dear State Employee:

I encourage you to give careful consideration to this attractive employee benefit as a way to assist in managing your dependent day care expenses while at the same time reducing the amount you pay in taxes each year.

Sincerely,

Kevin Lembo  
State Comptroller