

OFFICE OF THE STATE  
COMPTROLLER  
  
HEALTHCARE COST  
CONTAINMENT COMMITTEE



HEALTHCARE POLICY & BENEFIT  
SERVICES DIVISION  
165 CAPITOL AVENUE  
HARTFORD, CT 06106-1775  
  
PHONE: (860) 702-3480 • FAX: (860) 702-3556

**October 21, 2021**

**Healthcare Policy & Benefit Services Division  
Memorandum 2021-11**

**TO THE HEADS OF ALL STATE AGENCIES**

<b>ATTENTION:</b>	<b>Personnel and Payroll Officers, Chief Administrative and Fiscal Officers, and Benefits Managers</b>
<b>SUBJECT:</b>	<b>Update on Open Enrollment for Dependent Care Assistance Program and Medical Flexible Spending Account Program for Plan Year 2022</b>

**I. INTRODUCTION**

The purpose of this memorandum is to (1) announce the annual open enrollment period for the Dependent Care Assistance Program (DCAP) and the Medical Flexible Spending Account Plan (MEDFLEX), (2) publicize the Qualified Transportation Account (QTA) program, and 3) explain the procedures to be followed when enrolling with our new plan administrator, Total Administrative Services Corporation (TASC). TASC has established an introductory website that may be accessed at [cttasc.com](http://cttasc.com). The site will be live on November 1, 2021.

**II. ANNUAL OPEN ENROLLMENT**

The open enrollment period for the DCAP and MEDFLEX 2022 Plan Year will start on Monday November 1, 2021 and end on Friday, November 26, 2021. Please send a mass email informing your agency's employees about the open enrollment period no later than Monday, October 25, 2021. It is also recommended that a reminder email be sent to all agency employees by Thursday, November 18, 2021.

### **III. PROCESSING PROCEDURES**

#### **A. Online Open Enrollment Process**

The open enrollment process will be online this year. To start the online process, employees should go to the TASC website [cttasc.com](http://cttasc.com) and click on the Enroll link. Follow the prompts to register and enroll in the plan(s) of your choosing. The online enrollment process will open November 1st and be shut down at 11:59 p.m. on November 26, 2021. Employees may view the Open Enrollment Flyer and FAQs attached to this memorandum.

TASC has a database of basic demographic information and employee numbers for those eligible to participate in these programs. If an employee's name/employee number are not in the database, they should contact TASC Customer Service at 888-698-1429.

Employees who are planning to retire during Plan Year 2022 will be permitted to enroll online but will need to contact TASC Customer Service at 888-698-1429 to appropriately allocate their deduction values.

#### **B. Confirmation of Enrollment**

TASC will provide email confirmation as each employee's enrollment is processed. If employees have not received confirmation within a week of submitting forms or enrolling online, they should contact TASC Customer Care at 888-698-1429. New enrollees will receive a Welcome Kit and a TASC debit card before the 2022 Plan Year begins.

Employees should be advised to exercise care in completing the open enrollment process. Each year, a surprising number of employees enroll in the wrong plan (DCAP instead of MEDFLEX or vice versa). Such mistakes can be corrected if detected before the Plan Year begins or just after the first paycheck of the new year. Because these plans are governed by IRS rules, once the new Plan Year begins we have very little ability to correct such mistakes. Employees who belatedly report enrollment errors or fail to check their payroll deductions should not expect to obtain a refund.

#### **C. Payroll Procedures**

TASC will perform payroll processing for all DCAP, MEDFLEX, and QTA enrollments. Agencies are not responsible for processing open enrollment applications. All existing QTA, DCAP and MEDFLEX account balances will be transferred from Progressive Benefit Solutions (PBS) to TASC in January 2022.

#### **D. Black Out Period**

There will be a brief period after the start of 2022 during which participants will not be able to access amounts in their 2021 accounts (to receive reimbursement of 2021 expenses) on either the PBS platform or the new TASC Universal Benefit Account platform. This process is period is expected to last no more than a few weeks. Once the transition process has been completed participants' 2021 account funds will be available.

Participants are urged to submit reimbursement requests to PBS prior to December 31, 2021.

#### **E. Mid-Year Election Changes**

Once MEDFLEX and DCAP elections are made for Plan Year 2022 they cannot be changed unless, a participant experiences a qualifying status change. Any mid-year election change by an existing participant must first be submitted to your agency's HR/Payroll office within 31 days of a status change (marriage, divorce, birth of child, etc.) to confirm that the event is qualifying and the request is timely.

New employees joining the plans after the 2022 Plan Year has started can enroll directly on the TASC website.

#### **IV. "USE IT OR LOSE IT" RULE**

The DCAP and MEDFLEX are subject to the Internal Revenue Service's "use it or lose it rule", which means that amounts set aside in these tax-free accounts will be forfeited unless they are used for eligible expenses during the Plan Year. For this reason, employees are urged not to set aside more in the DCAP or MEDFLEX than is needed for anticipated Plan Year expenses.

DCAP participants must submit claims for eligible dependent care expenses incurred during calendar year 2021 no later than March 31, 2022. Unused balances will be forfeited after the run-out period ends on March 31, 2022.

MEDFLEX participants must submit claims for eligible medical expenses 2021 Plan Year expenses by March 31, 2022. MEDFLEX participants can carry over up to \$550 in unused funds to cover eligible expenses during the following plan year if still employed. Unused funds in excess of \$550 will be forfeited after the run-out period ends on March 31, 2022.

Those who participate in the MEDFLEX in 2021 can carry over \$550 in unspent MEDFLEX funds for eligible expenses incurred in 2022 if still employed, even if they do not enroll for the upcoming plan year. However, to prevent the plan from incurring unnecessary administrative costs, 2021 participants who do not enroll for Plan Year 2022, will forfeit any remaining account balance of \$25 or less after the March 31, 2022 claims submission deadline.

#### **V. CONTRIBUTION LIMITS**

The minimum contribution is \$520 for each plan. For the 2022 Plan Year, the maximum contribution for the DCAP is \$5000. For the MEDFLEX, the maximum annual contribution is \$2750. For the Qualified Transportation Accounts the minimum monthly contribution is \$20 and the maximum monthly amount is \$270 for Transit and \$270 for Parking. Employees can elect to join the QTA or make changes to election amounts at any time.

## VI. CONCLUSION

These programs help employees save money on necessary expenses by reducing their taxable income. Please make sure that your agency's employees get this information promptly so that they have sufficient time to make elections for the 2022 Plan Year.

Questions concerning the DCAP and MEDFLEX open enrollment period or the QTA may be directed to TASC by calling 888-698-1429. That number will go live on October 25, 2021, and will be active throughout Open Enrollment. Questions pertaining to this memorandum may be directed to the Healthcare Policy & Benefit Services Division, Employee Benefits Unit at 860-702-3644.

Very truly yours,

A handwritten signature in cursive script that reads "Thomas C. Woodruff". The signature is written in black ink and includes a horizontal line extending to the right from the end of the name.

Thomas C. Woodruff, Ph.D., Director

Attached: TASC. Frequently Asked Questions  
TASC, Enrollment Flyer