

**OFFICE OF THE STATE  
COMPTROLLER**

**HEALTHCARE COST  
CONTAINMENT COMMITTEE**



**HEALTHCARE POLICY & BENEFIT  
SERVICES DIVISION  
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**DIVISION MEMORANDUM 2022-09**

**October 25, 2022**

**TO THE HEADS OF ALL STATE AGENCIES**

**ATTENTION:** Personnel and Payroll Officers, Chief Administrative and Fiscal Officers and Business Managers

**SUBJECT:** Revised Open Enrollment for Dependent Care Assistance Program and Medical Flexible Spending Account Program for Plan Year 2023

**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), and (2) publicize the Qualified Transportation and Parking Account (QTA) program. These programs allow participants to pay for eligible expenses on a tax-free basis. TASC (Total Administrative Services Corporation) is the State of Connecticut's Plan Administrator.

**II. ANNUAL OPEN ENROLLMENT**

The open enrollment period for the DCAP and MEDFLEX 2023 Plan Year will begin Saturday, October 1, 2022, and end on Monday, October 31, 2022. A reminder email will be sent to all agencies to distribute to employees by October 17, 2022.

Please remind employees 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 our office has limited ability to correct participant mistakes. Where possible, we can transfer funds to the plan that was intended. However, employees who belatedly report enrollment errors or fail to check their own payroll deductions should not expect to obtain a refund.

**III. PROCESSING PROCEDURES**

**A. Online Open Enrollment Process**

The open enrollment process will take place online on the TASC website, [www.cttasc.com](http://www.cttasc.com). Employees should be advised that Internet Explorer will not work with the TASC platform. Microsoft Edge, Google Chrome, Firefox or Safari will all work. To use the online method, employees should go to the TASC

website, [www.cttasc.com](http://www.cttasc.com) and click on the “ENROLL” button to get started. For new users to TASC online, their main email address listed in their demographic information in CORE-CT will be the username to register. Upon registration, a verification code will be sent to confirm the username and password. Once logged in, employees should follow the prompts to enroll in the plan(s) of their choice. It is very important that they make sure to verify the plans that they intend to participate in and confirm their enrollment. The online enrollment process will open on October 1st and be shut down at 11:59 p.m. on October 31st.

Most employees should be able to enroll online. TASC has a database of basic demographic information and employee ID numbers for those eligible to participate in these programs. If an employee’s email address is not in the database or if they do not have an email address, they should contact TASC customer service at 1-888-698-1429 to register an email address or to obtain a paper enrollment form.

Employees who are planning to retire during Plan Year 2023 will be permitted to enroll online.

#### **B. Open Enrollment Forms**

In the event an employee must submit a paper enrollment form, they must be returned to the Office of the State Comptroller, Employee Benefits Unit by Saturday, October 31st. Current participants in the DCAP and MEDFLEX will receive a notice of open enrollment directly from TASC and must re-enroll if they want to participate for the 2023 Plan Year.

Paper forms can be returned by mail, fax or email ([osc.ebu@ct.gov](mailto:osc.ebu@ct.gov)). Forms sent by mail must be postmarked no later than October 31, 2022. Employees who miss the enrollment deadline will not be permitted to participate in the DCAP or MEDFLEX for the 2023 Plan Year. No late applications will be accepted; no exceptions will be made.

Employees who are out on a leave of absence should not enroll in the DCAP or MEDFLEX until they return to work. They will have up to 31 days after returning to work to enroll in the plans. New employees have 31 days after the date of hire to enroll in these plans.

#### **C. 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 verify account information on [www.cttasc.com](http://www.cttasc.com) or call TASC customer service at 1-888-698-1429. Employees must review their enrollment confirmation thoroughly to ensure proper plan enrollment prior to the closing date of open enrollment.

#### **D. Payroll Procedures**

TASC will perform payroll processing for all DCAP, MEDFLEX, and QTA enrollments. Agencies are not responsible for processing enrollment applications.

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

Once MEDFLEX and DCAP elections are made for Plan Year 2023 they cannot be changed unless, a participant experiences a qualifying status change, such as marriage, divorce, death of a spouse or dependent, birth or adoption of a child, or a spousal employment status change.

Any mid-year election change must be submitted to TASC within 31 days of the qualifying event and must be consistent with the status change. Forms for 2023 mid-year elections for the MEDFLEX, DCAP, and QTA will be posted online after open enrollment has ended.

#### **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 2023 no later than March 31, 2024. Unused balances will be forfeited after the run-out period ends on March 31, 2024.

MEDFLEX participants must submit claims for eligible medical expenses by March 31, 2024. MEDFLEX participants can carry over up to \$610 in unused funds for eligible expenses incurred during the following plan year if still employed. Unused funds in excess of \$610 will be forfeited after the run-out period ends on March 31, 2024.

Those who participate in the MEDFLEX in 2022 can carryover \$610 in unspent MEDFLEX funds for eligible expenses incurred in 2023 if still employed, even if they do not enroll for the upcoming plan year. However, to prevent the plan from incurring unnecessary administrative costs, 2022 participants who do not enroll for Plan Year 2023 will forfeit any account balance of \$25 or less remaining after the March 31, 2023 claims submission deadline.

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

##### **A. MEDFLEX**

The minimum contribution is \$520. The maximum deferral for MEDFLEX is established by the Internal Revenue Service (IRS) and is currently \$3050. The maximum election is not affected by any funds carried over from the previous plan year. The IRS typically announces increases in the medical FSA maximum during the third week of October, after open enrollment has commenced. Employees can elect to defer the IRS maximum for 2023 either online.

##### **B. DCAP**

For DCAP, the maximum deferral for Plan Year 2023 is \$5,000. If you are married and filing separately, your maximum pre-tax deferral will be \$2,500. The minimum Plan Year contribution for DCAP is \$520.

### **C. QTA**

For the QTA, the minimum monthly contribution is \$20. The maximum monthly amount a participant can defer is \$300 for Transit and \$300 for Parking. Employees can elect to join this plan or make changes to election amounts at any time. The applicable form to enroll in the QTA is the Change of Election. If there is a change in IRS maximums for this benefit, employees can modify their QTA deductions at any time. Employees that do not currently participate in these programs and want to join the plans in 2023 should complete the online enrollment process with TASC.

### **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 2023 Plan Year.

Questions concerning the DCAP and MEDFLEX open enrollment period or the QTA may be directed to TASC at 1-888-698-1429. Questions pertaining to this memorandum may be directed to the Healthcare Policy & Benefit Services Division, Employee Benefits Unit at 860-702-3543.

Very truly yours,

A handwritten signature in black ink, appearing to read "Joshua Wojcik". The signature is fluid and cursive, with a large initial "J" and "W".

Joshua Wojcik, Director