

CHANGE IN DEPENDENT CARE



Employee Guide: Qualifying Life Change

Making changes to your DCFSA

Change in Child/Dependent Care Needs

You can enroll, cancel or make a corresponding change to your Dependent Care Flexible Spending Account (DCFSA) based on an increase/decrease in cost, increase/decrease in hours, cancellation or restart of care, change of provider or child reaching age 13.

Permissible changes

If your dependent care needs have changed, you can enroll, increase, decrease or cancel your DCFSA to reflect the changes in your child/dependent care needs.

- You have **31 days** from the day of the event to make these qualifying changes.
- These changes must be **consistent** with change and new elections will **be effective the first of the month** following receipt of the Benefits/Enrollment Change form.
- Changes cannot be made retroactive. Please submit all information within the outlined deadlines.

How to make changes

Enroll, change or cancelling you DCFSA

1. SUBMIT the benefits enrollment/change form:

[Benefits Enrollment/Change form Faculty, Officers, University Staff](#)
[Benefits Enrollment/Change form Classified Staff](#)

2. SUBMIT a short letter describing the change in their child/dependent care needs and the outcome you wish to have.

Payroll deductions

If canceling or removing dependent coverage and expecting a reduction in cost of monthly premiums, you must submit all documentation by the tenth of the month in which the change would take effect. If documentation is received after the tenth of the month, premium adjustments will be reflected in the next payroll cycle.

Submission instructions

Send forms and documents via secured fax or unsecured email, regular mail or in person:

Fax: 303.860.4299 (secured)

Email: benefits@cu.edu (unsecured)

Employee Services: 1800 Grant St. suite 400, Denver, CO 80203

You can check their Benefits Summary in their [employee portal](#), to ensure enrollment accuracy after forms are processed.

Resources

benefits@cu.edu

[Benefits Website](#)

FAQs

Q. My daycare provider is closing/re-opening. Can I stop/start my dependent care FSA deductions?

A. Yes, if you have a documented or verifiable change in your dependent care needs, you can change your deductions to reflect those changes.

Q. I stopped my dependent care deductions. But, now my child is returning to daycare, can I enroll in the DCFSA again?

A. Yes, you can make a change based on the documented change in provider or cost.

Q. My child still attends daycare, but fewer hours a week than when I pledged my amount. Can I reduce the amount deducted each month?

A. Yes, you can increase or decrease your pledge amount based on verifiable documentation of an increase or decrease in daycare hours.

Q. I want to make a change to my health care FSA (HCFSA). Can I do that?

A. No, changes to your HCFSA are not permissible.