

## COVID-19 POTENTIAL EFFECTS ON FSA ACCOUNTS

Employees with FSA accounts for Dependent Care, Parking, or Transit may be wondering what options they have as they experience changing work and family situations due to the Pandemic. Since your FSA Dependent Care, Parking, and Transit programs are backed by IRS regulations the following is a summary of things that can be changed or stopped. There is also detail on what paperwork is required to make adjustments.

**FSA Dependent Daycare** – Employees who have changes to their daycare costs can file an application to stop or change their election. They have 30 days from the date of the change in the cost of the daycare to file a form to alter or stop their election. Once things normalize they would have another 30 day window to apply to start up elections again. Please be reminded that the cap is still \$2,500 for single/married filing separately or \$5,000 for married filing jointly. The annual cap will not reset.

**FSA Parking** – With many staff working remotely, there have been requests to stop FSA parking elections. First, we want to make sure you understand that the FSA Parking benefit is all that we can control. Your monthly parking arrangement is between you and your parking provider. Please be advised that with certain parking vendors, if you give up your spot you may not be guaranteed a spot when you choose to return. Please discuss this with your parking provider. If you want to file an application to stop your FSA parking you can do that at any time. However, the effective date will be the first of the month following the receipt of the application to stop. The same is true when you want to start up again. No mid-month stops or starts are allowed under the FSA parking program as our plan is written and administered.

**FSA Transit** – Staff using public transportation such as the bus may also wish to stop their transit election. If you want to file an application to stop your transit election you can do that at any time. However, the effective date is the first of the month following the receipt of the application to stop. The same is true when you want to start up again. No mid-month stops or starts are allowed under the FSA transit program as our plan is written and administered.

**FSA Medical** – Currently there is no information out that allows for a change in FSA Medical without one of the standard IRS qualifying events such as FMLA, birth, death, marriage or divorce. If you believe you have a qualifying event, please contact one of the Benefits Specialists named below and they will research your situation and respond to you.

### How can I make a change?

You must complete the attached application: Election Change Request for Pre-Tax Benefit Accounts. Please complete the following sections:

Section 1 – Name and employee number if you know it

Section 2 – Your current biweekly deduction and what you wish for your new biweekly deduction to be. We can calculate the new annual election.

Section 3 – Reason – FMLA or Change in cost of coverage as appropriate

Section 4 – Your signature

This form should be sent to the Payroll Office email of [payroll.office@wicourts.gov](mailto:payroll.office@wicourts.gov). Upon receipt, a specialist will acknowledge the receipt of your form and confirm the effective date.

**Employees wishing to make a change for April 1 have until 4:00 pm on Wednesday, April 1 to submit their form to the Payroll Office. After April 1 the next available effective date will be May 1.**

For more information please contact one of our Benefit specialist via email due to remote work:

Terry Hopkins – [terry.hopkins@wicourts.gov](mailto:terry.hopkins@wicourts.gov)

Wendy Minick – [wendy.minick@wicourts.gov](mailto:wendy.minick@wicourts.gov)