Date: 08 April 2020

To: All Civilian Employees

Subj: Flexible Spending Account Information in Response to the Coronavirus

1. If you are a Flexible Spending Account (FSA) participant and experience a Qualifying Life Event (QLE), you may make changes to your elections for the following programs: Health Care FSA (HCFS), Limited Expense Health Care FSA (LEX HCFS), or Dependent Care FSA (DCFSA). As more dependent care providers and schools respond to the call for social distancing, participants may feel the need to make a change to their DCFSA election.

2. QLEs include:
   a. Change in employment status for you, your spouse, or dependent
   b. Change in legal marital status: marriage, divorce, death of spouse
   c. Change in the number of your dependents: birth/adoption of a child, or death of a dependent
   d. Change in your dependent's eligibility (such as your child reaches age 13 and is no longer eligible under a DCFSA)
   e. Change in child care or elder care provider, change in cost, or change in coverage. This applies to DCFSA only.

3. Changes to a DCFSA election mid-year are permitted if a participant experienced a QLE, such as a change in employment status for you, your spouse, or dependent or in the cost or coverage of your dependent care services. DCFSA participants who have experienced a QLE due to changes in cost or coverage for child/elder care can decrease future contributions to the plan.

4. To request a change, participants must notify FSAFEDS as early as 31 days prior to but not later than 60 days after the date of the QLE on their online account at www.FSAFEDS.com or by speaking to a FSAFEDS Benefits Counselor toll-free at 1-877-FSAFEDS (1-877-372-3337), TTY: 1-866-353-8058, Monday through Friday from 9 a.m. until 9 p.m., Eastern Daylight Time. You can also go to https://www.fsalfeds.com/contact for other ways to contact FSAFEDS, including via secure email, which you can access from your FSAFEDS online account.

Thank you.

Mary E. Foley