

Enrollment Deadlines and Effective Date of Coverage

Reason for Submission	Submission Deadline	Effective Date of Coverage
New employee	Within 30 calendar days of hire date	First of month following receipt of form by the Office of Benefit Services
Qualifying event	Within 30 calendar days of event	First of month following receipt of form by the Office of Benefit Services
Open Enrollment (elect via UConnect)	By date specified in Open Enrollment communications	January 1

Note: Your participation in the FSA program ends December 31 of the calendar year in which you enroll, unless you terminate employment mid-year.

Important Information

- Claims must be incurred during your period of enrollment. Both the health care and dependent day care accounts are subject to forfeiture rules as defined by the Internal Revenue Service. If you do not incur the eligible expense during the plan year (or during your period of enrollment) you may lose (forfeit) that money. If you terminate employment mid-year, claims must be incurred prior to your date of termination (or by August 31, if termination occurs in June, July or August).
- Claims Filing Deadline: You have until March 31 to submit claims for the prior calendar year.
- Carry Over Provision (Health Care Spending Account only): You are eligible to carryover up to \$570 in unused funds to the following plan year. Unused funds above \$570 are forfeited.

Where to Get More Information

More information about the Flexible Spending Account Program can be found at www.fcps.edu, search "[Flexible Spending Accounts](#)".

How to Submit This Form:

- Scan and e-mail form to:** HRBenefitsDocumentation@fcps.edu
- Or fax to:** Office of Benefit Services at 571-423-5000
- Or mail to:** Department of Human Resources
Office of Benefit Services, Suite 2700
8115 Gatehouse Road
Falls Church, VA 22042

If you fax your form, remember to keep a copy for your records as well as a copy of your fax machine's transmission report as documentation that we received the form by the deadline. Forms that are received after applicable deadlines cannot be accepted.

**Questions? Contact the Office of Benefit Services at 571-423-3200, Option 3, Option 2
or email your questions to HRConnection@fcps.edu**