

## Dependent Care Cost or Coverage Change

These qualifying mid-year event election changes are permitted when there is a change from one dependent care provider to another or a change in the cost you pay for dependent care, **provided the election change requested is *on account of and corresponds with the event***.

**Note:** Once elected, no additional cost change is permitted when the dependent care is provided by a relative. This also includes election changes resulting from Open Enrollment under Another Employer's Plan and an employee beginning a leave of absence (with or without pay).

**Health Insurance Coverage:**

- No election change is permitted.

**Health Flexible Spending Account:**

- No election change is permitted.

**Dependent Care Flexible Spending Account:**

- You may enroll, increase, reduce or cancel your election amount to cover a change in eligible dependent care expenses.

### ***Important Things To Know About Making An Election Change Request For This Event***

- 1. *What documentation is required?*** Documentation from the dependent care provider validating the change.
- 2. *How to submit the request.*** Starting with the day the dependent care change takes effect, you have 60 calendar days to use EmployeeDirect, or complete a paper Enrollment Form and submit it to your agency's Benefits Administrator.
- 3. *When approved changes take effect.*** Changes are effective the first of the month following receipt of your request or following the event, whichever is later. When the later date is the first of the month, changes are effective that day. Changes are irrevocable once the effective date of the change has occurred.
- 4. *Where to learn more.*** Visit [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov). The Employee Benefits link includes answers to frequently asked questions and helpful information about handling a life-changing event. For more details, contact your agency's Benefits Administrator.

**Reminder:** If you miss this opportunity to submit your change request, your next chance will be at Open Enrollment or with another consistent Qualifying Mid-Year Event, whichever comes first.