

Human Resources Branch Memorandum

SUBJECT: FlexElect Medical Reimbursement Account (MRA) and Dependent Care Reimbursement Account (DCRA) – Changes Related to the National Emergency	NUMBER: HRB 20-030
DISTRIBUTION: CDFW All	DATE ISSUED: August 24, 2020 EXPIRES: Until Superseded

☒ **Action Required**

☐ **Informational Only**

☒ **Control Agency Directive**

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees that the California Department of Human Resources (CalHR) has adopted temporary plan changes to the FlexElect Medical and Dependent Care Reimbursement Accounts. These changes are being implemented to provide employees flexibility in light of the current National Emergency. Please see below for all changes.

Authorities

- California Department of Human Resources

Claims Submission Deadline for 2019 Plan Year

The 2019 plan year claims submission deadline of June 30, 2020 has been extended. You may continue to submit claims previously incurred for the 2019 plan year. You will receive notification of the official claims filing deadline once the end of the National Emergency has been announced by the President of the United States.

Please note this does not extend the grace period for the 2019 plan year. Claims must be incurred between January 1, 2019, and March 15, 2020 to be considered eligible.

One-Time Mid-Year Election Change Opportunity for the 2020 Plan Year

Employees will be allowed the opportunity to make a one-time, mid-year election change on a *prospective basis without a permitting event*. You may stop, enroll or change your current monthly contribution for the MRA, DCRA or both plans. Retroactive changes and refunds are still not permissible under Internal Revenue Service (IRS) guidelines at this time. You will be notified should this change in the future.

Important: You cannot cancel or decrease your MRA or DCRA elections if you have been reimbursed more than your existing account balance for 2020. We will verify your account balance to determine your eligibility prior to processing your change or cancellation request. Please be aware of any claims you plan on submitting. In the case of an overpayment, you will be contacted by CalHR with more information.

Procedure for Election Changes

If you wish to change or cancel your MRA and/or DCRA elections, you must complete a [STD 701R – Reimbursement Account Enrollment Authorization](#) and submit to Dawn Weiss at

Dawn.Weiss@wildlife.ca.gov. Once your request has been approved and processed, you will have exercised your one-time exception. Any future changes will not be permitted for the 2020 plan year unless you experience a qualified permitting event.

Important – Effective Date: The Effective Date of Action follows the rules for a Standard Permitting Event and is based on the received date by the State Controller's Office (SCO). If received by the 10th of the month, the Effective Date of Action will be first of following month. If received after the 10th of the month, the Effective Date of Action will be first of the next following month.

The last effective date to enroll, change or cancel for the 2020 plan year is December 1, 2020. SCO must receive your form no later than November 10, 2020.

Frequently Asked Questions

Q1. I submitted a request to cancel my MRA as of September 1, 2020. How does this impact my claims filing dates?

A1. You will remain eligible to incur expenses under the MRA through August 31, 2020. Any claims incurred after August 31, 2020 will not be eligible for reimbursement. You will have until June 30, 2021 to file your claim with ASIFlex for reimbursement.

Q2. I submitted my request to cancel my DCRA as of September 1, 2020. How does this impact my claims filing dates?

A2. If you are not enrolled in the DCRA as of December 31, 2020, this is the last day you can incur for the 2020 plan year. If you are enrolled in the DCRA as of December 31, 2020, you are eligible for the grace period and can continue to incur claims until March 15, 2021. You will have until June 30, 2021 to file your claim with ASIFlex for reimbursement in either scenario.

Q3. What do I do if I still have money in my account(s)?

A3. IRS guidelines do not allow for retroactive adjustments or refunds of remaining balances. The following resource links provide you with additional information regarding eligible expenses which may help you spend down your account(s):

- [ASIFlex Eligible Expenses](#)
- [FSA Store](#)
- [IRS Publication 502 – Medical and Dental Expenses](#)
- [IRS Publication 503 – Child and Dependent Care Expenses](#)

Note: Over-the-counter drugs and medicines purchased on or after January 1, 2020 are eligible *without a prescription*. Menstrual care products are also now eligible after January 1, 2020.

Contact

If you have any questions, please contact your assigned [Personnel Specialist](#).