
Information for Dependent Care Accounts

In light of COVID-19, we know the need for daycare and/or cost of care is likely changing for many of our Dependent Care Account (DCA) participants.

Below are Frequently Asked Questions related to the COVID-19 situation. These FAQs have also been sent to your DCA participants.

Q: My employees' daycares are closed. Can participants change their DCA election amount?

A: Yes, if your employees' daycare or location of employment closes or reduces hours, participants can make a mid-year election change to their DCA. Participants can reduce their election amount to \$0, or change to a lower annual election that covers the adjusted cost of care. To stop or change your DCA contributions, the participant and employer need to complete and submit a [mid-year change form](#) to AF-Flex-Elections@americanfidelity.com.

Q: Does the change form require signatures from the participant employer?

A: Yes. Since this change affects payroll, a wet signature is required by both the participant and employer. However, if participants or employers are unable to fulfill the requirements of including a wet signature during this time, please contact AF-Flex-Elections@americanfidelity.com.

Q: What do I need to do with the mid-year change form?

A: First, you and the DCA participant should sign the [DCA mid-year change form](#).

If you have reduced hours or closed completely, select **Change in Employment Status** and in the written explanation state there is a change in the need for daycare services due to the change in employment.

If the daycare provider has changed hours or closed completely, select **Significant Cost Increase or Decrease** located under **Other Qualifying Events** and in the written explanation state there is a change in daycare provider or cost of care.

Once complete, email the form to AF-Flex-Elections@americanfidelity.com. You should keep a copy of the form on file for payroll deductions.

Note: If you or your employee is unable to fulfill the requirements of including a wet signature during this time, please contact us.

Q: How will participants restart DCA deductions once their daycares reopen?

A: Participants will be able to make changes to their DCA once daycare services and employment resumes. This would require another [change form](#) to be submitted at that time.

Q: If I cannot submit my employees' contributions due to closure, will participants still be able to use their funds?

A: According to legal requirements and your Section 125 Plan, we cannot make funds available to participants until funds are received and posted. We will work with you on possible alternatives and are monitoring changes in governmental guidance due to the present circumstances for flexibility or relief on this subject.

American Fidelity is committed to continue supporting you during this time. For additional up-to-date FAQs and information, please visit americanfidelity.com/notices/.



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