



NANCY WYMAN  
COMPTROLLER

**STATE OF CONNECTICUT**  
**OFFICE OF THE STATE COMPTROLLER**  
55 ELM STREET  
HARTFORD, CONNECTICUT 06106-1775

MARK E. OJAKIAN  
DEPUTY COMPTROLLER

**COMPTROLLER'S MEMORANDUM NO. 2010-29**

**October 18, 2010**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention: Personnel and Payroll Officers, Chief Administrative and Fiscal Officers, and Business Managers**

**Subject: Dependent Care Assistance Program Annual Open Enrollment**

**I. INTRODUCTION**

The purpose of this memorandum is to (1) advise of the annual open enrollment for the Dependent Care Assistance Program (DCAP) and (2) restate the DCAP payroll, enrollment, and election change processing procedures.

**II. ANNUAL OPEN ENROLLMENT**

The open enrollment period for the 2011 DCAP Plan Year is scheduled for November 1, 2010 through November 30, 2010.

Representatives of the program's administrative services provider, Progressive Benefit Solutions (PBS) will be available at various locations throughout the State to provide information and enroll employees in the program. Unless otherwise noted, informational sessions will be open to all State employees; therefore employees may attend those sessions that best meet their needs. Statewide communications for the DCAP will include agency visits along with a DCAP informational flyer. The flyer will inform employees of the open enrollment period and include the statewide schedule of informational sessions. We are asking agencies to display the attached DCAP flyer and Statewide Enrollment Schedule on your agency bulletin board. Additionally, the Office of the State Comptroller (OSC) will insert a DCAP open enrollment announcement in employee paychecks dated October 22, 2010.

Employees interested in participating in the program are responsible for obtaining the necessary enrollment applications and meeting all associated deadlines. Applications are available by download via the OSC web site: [www.osc.state.ct.us/empret/dcapprog/index.html](http://www.osc.state.ct.us/empret/dcapprog/index.html), or by contacting PBS at 1-866-906-8023 or by visiting its web site at: [www.ctpbs.com](http://www.ctpbs.com). Employees who fail to return application forms before the deadline, cannot participate in the program; no late applications will be accepted; no exceptions will be made.

**III. PROCESSING PROCEDURES**

A. Enrollment Procedures:

PBS is responsible for the enrollment of eligible employees who wish to participate in DCAP. Employees are entitled to enroll in DCAP during one of the following periods:

1. The annual open enrollment period;
2. Within thirty-one days of the hire date; and
3. Within thirty-one days of a family status change, which makes the employee eligible to participate.

B. Payroll Procedures:

Payroll processing of DCAP applications will be performed by PBS. Agencies are not responsible for processing DCAP enrollment applications.

C. Election Changes:

Once enrolled, changes in elections are allowed only under the following circumstances:

1. Participant terminates employment;
2. Participant experiences a family status change, such as marriage, divorce, death of a spouse or dependent, birth or adoption of a child, changes in spouse's employment status.

Participating employees who wish to make an election change, or terminating employees must complete the DCAP Benefit Enrollment/Change Form with PBS within thirty-one days of the change in status.

Employees who are out on any leave of absence, including worker's compensation, do not need to enroll during the annual open enrollment period. Upon return to work, employees have 31 days to enroll in DCAP.

Employees may download enrollment/change forms and claim forms via the OSC web site: [www.osc.state.ct.us/empret/dcapprog/index.html](http://www.osc.state.ct.us/empret/dcapprog/index.html), the PBS web site: [www.ctpbs.com](http://www.ctpbs.com) or by contacting PBS toll free at 1-866-906-8023.

#### **IV. CONCLUSION**

Your anticipated assistance in making the program accessible to your agency's employees is appreciated. The DCAP not only assists employees in managing their dependent care expenses while reducing their taxable income, it saves the State money as well by reducing employer payroll taxes.

Questions concerning the DCAP open enrollment period may be directed to PBS at the above listed number. Questions pertaining to this memorandum may be directed to the Healthcare Policy & Benefit Services Division, Employee Benefits Unit at (860) 702-3543.

Very truly yours,

Nancy Wyman  
State Comptroller