



State of Connecticut Dependent Care Assistance Program Enrollment Instructions

Pursuant to IRS guidelines employees may only enroll for the DCAP during:

- (1) the annual open enrollment period
- (2) within 31 days of a qualifying family status change such as:
 - Marriage or divorce
 - Birth or adoption of a child
 - Death of a dependent or spouse
 - A child ceases to be an eligible dependent under the Plan (to age 13)
 - A change in employment status for you or your spouse (ex. loss, gain, full-time to part-time or vice versa)
 - A change in cost or coverage of your Dependent Care Expense
 - A leave of absence taken by you or your spouse. (If you are out on any leave of absence including worker's compensation, it is not necessary to enroll during the open enrollment period. Upon return to work, you will have 31 days in which to enroll in the DCAP)

In order to enroll or make a change with the DCAP during one of the two qualifying periods:

Download the Enrollment/Change Form from the following:

OSC web site: <http://www.osc.ct.gov/empret/dcapprog/2013/CO-1310Rev10-13.rtf>

PBS web site: www.ctpbs.com

or contact Progressive Benefit Solutions (PBS) at 1-866-906-8023.

Complete your Enrollment/Change Form mail or Fax to:

Progressive Benefit Solutions
DCAP Program
23 Maiden Lane
North Haven, CT 06473
Enrollment Fax: (203)974-4890

For Plan Year 2014 the Annual Open Enrollment Period is from November 1, 2013 through November 30, 2013.

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