



State of Connecticut Dependent Care Assistance Program Open 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 workers' compensation during open enrollment you cannot enroll in DCAP until you return to work. You will have 31 days after returning back to work, in which to enroll in the DCAP)

For Plan Year 2015 the Annual Open Enrollment Period is from October 1, 2014 through Octobrt 31, 2014.

Download the DCAP Open Enrollment Form from the following:

OSC web site: <http://www.osc.ct.gov/empret/dcapprog/2014/CO-1310%209-14.rtf>

PBS web site: www.ctpbs.com

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

Complete your DCAP Open Enrollment Form mail or Fax to:

Progressive Benefit Solutions
DCAP Program
14 Business Park Drive #8
Branford, CT 06405
Enrollment Fax: (203)974-4890