



State of Connecticut Medical Flexible Spending Account Enrollment Instructions

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

- the annual open enrollment period
- within 31 days of a qualifying family status change; which include

Marriage or divorce

Birth or adoption of a child

Death of a dependent or spouse

A change in dependent eligibility requirements for health benefits (ex. loss of other coverage, meeting maximum age requirements, etc.)

A change in employment status for you, your spouse or your dependent (ex. loss, gain, full-time to part-time or vice versa)

A change in residence for you, your spouse or dependent

A leave of absence taken by you or your spouse. (If you are out on any leave of absence including workers' 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 MEDFLEX)

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

Download the MEDFLEX Open Enrollment Form from the following:

OSC web site: <http://www.osc.ct.gov/empret/medflex/CO-1306%209-14.rtf>

PBS web site: <http://www.ctpbs.com/forms/medflex-enrollment-form.pdf>
or contact Progressive Benefit Solutions (PBS) at 1-866-906-8023.

Complete your MEDFLEX Open Enrollment Form and mail or FAX to:

Progressive Benefit Solutions
MEDFLEX Program
14 Business Park Drive #8
Branford, CT 06405
Enrollment FAX (203) 974-4898

Contact PBS at 1-866-906-8023 to verify your eligibility for mid-year enrollment.

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