

**The Dependent Care Advantage Account
and
Summer Day Camp for 2015**

**Questions and Answers for
NYS Bargaining Units Eligible to Participate in DCAA
CSEA • PEF • Council 82 • NYSCOPBA
M/C • DC-37 • GSEU • UUP
and**

**Bargaining Units Also Eligible for Employer Contribution
CSEA (02, 03, 04, & 47) • PEF (05) • UUP (08) • Council 82 (61, 91)
NYSCOPBA (01, 21) • GSEU (28) • DC 37 (67) • M/C (06, 13, 18, 46)**

The Dependent Care Advantage Account (DCAAccount) is a negotiated State employee benefit that allows you to set aside up to \$5,000 in pre-tax salary to pay for child, elder, or disabled dependent care expenses. Please refer to the enrollment book for complete program details. Call 1-800-358-7202 (press 2) or visit our web site at www.flexspend.ny.gov.

Is it true that New York State will help me pay for summer day camp when I enroll in the Dependent Care Advantage Account?

Yes, if you are a State employee in an executive branch agency represented by a participating bargaining unit, then you are eligible for an Employer Contribution when you enroll in the Dependent Care Advantage Account for summer day camp. Enrolling in the DCAAccount does not automatically enroll New York State employees in a summer day camp program.

How much is the Employer Contribution for 2015?

The contribution from New York State depends on your annual salary as follows:

2015 Employer Contribution Rates

<u>If Your Salary Is...</u>	<u>The Employer Contribution Is...</u>
Over \$70,000	\$300
\$60,001-\$70,000	\$400
\$50,001-\$60,000	\$500
\$40,001-\$50,000	\$600
\$30,001-\$40,000	\$700
Up to \$30,000	\$800
GSEU Employees only (regardless of salary)	\$600

I thought the open enrollment period was over. How can I enroll in the Dependent Care Advantage Account now?

The open enrollment period is over. But, if your child care expenses will go up because you send your child to summer day camp in order to work, then that is an eligible **Change in Status** that allows you to enroll mid-year.

What do you mean by a Change in Status?

Please read the **Change in Status** information in the Enrollment booklet or log onto the web site at www.flexspend.ny.gov. You will see a list of changes allowed by the IRS regulations. Sending your child to day camp probably means you are changing your care provider for the summer or changing the rate you pay for care. Either of these reasons qualifies as a **Change in Status** that will permit you to enroll now, even though the open enrollment period is over.

Now that I plan to send my child to day camp, when should I enroll in the Dependent Care Advantage Account?

As soon as you make summer camp arrangements, you can enroll with the **Change in Status** application. Your payroll deductions will begin within two pay periods. You will receive a confirmation letter stating the amount of the bi-weekly deduction and when it will take effect. Don't delay—we must receive your application *before* camp begins if you want to claim expenses beginning with the first day of camp. You can submit an online **Change in Status** form at www.flexspend.ny.gov or by calling 1-800-358-7202 (press 1).

What about overnight camp?

Sorry, the IRS regulations permit day camp expenses only. And your child must be under the age of 13.

How do I save money using the Dependent Care Advantage Account for summer day camp? You will save federal, state, and social security taxes on the money you set aside from your salary to pay for day camp. The savings can add up to as much as 42 cents of every dollar, depending on your tax situation. Calculate the total cost for camp and a pro-rated amount will be deducted from your bi-weekly paychecks until you reach the total you elected to set aside.

Will I have any new tax reporting responsibilities?

Yes. If you participate in the Dependent Care Advantage Account in 2015, your DCAAccount contributions will appear in Box 10 on your W-2 form. You **MUST** complete **IRS Form 2441** when you file your income tax returns for 2015. Complete this form even if you enrolled for only the Employer Contribution.

Where do my deductions go?

Your DCAAccount pre-tax deductions will be set up in a reimbursement account for you and will accumulate until you send in claims for reimbursement. You can always check the status of your account by logging into our secure web site at www.flexspend.ny.gov or by calling 1-800-358-7202 (Option 1).

How do I get my pre-tax salary deductions back?

Submit a reimbursement claim form on a weekly or bi-weekly basis after your child begins attending day camp. Reimbursement claim forms can be submitted online, mailed to the address printed on the form, or faxed toll-free to the number that is printed on the form. Since the DCAAccount is a reimbursement account, you can be reimbursed only after services are provided.

How long does it take to get reimbursed with my pre-tax dollars?

Reimbursement can be very quick. Submit your reimbursement request online or fax the reimbursement claim form instead of mailing it and you will reduce the processing time. You can also have your reimbursement directly deposited to your savings or checking account by filling out the Rapid Access Check Express (RACE) form. If you choose to have a check mailed to you, it will take longer to get your reimbursement than if you use the direct deposit option.

I am eligible for an Employer Contribution. When will the Employer Contribution be deposited in my account?

After you enroll in the DCAAccount, the Employer Contribution will be deposited in your DCAAccount before your first payroll deduction is taken.

I know that I will be paying \$800 for Summer Day Camp and I am eligible for a \$300 Employer Contribution. I want to take full advantage of the tax savings. What amount do I put on the form?

Put the total amount you have to pay for Summer Day Camp—using this example, you would fill in \$800. When we process your form, we will adjust your bi-weekly deduction by the amount of the Employer Contribution.

My spouse is also a state employee and is represented by CSEA. May we both enroll in the DCAAccount and receive the Employer Contribution?

Certainly—each of you must fill out a separate enrollment form and you may divide your child care costs between you. This is a negotiated employee benefit, and the State and the unions want you to take full advantage of the savings this program has to offer.

**IMPORTANT ENROLLMENT
INFORMATION**

What if I only want the Employer Contribution and don't want any pre-tax deductions taken from my paycheck?

You can enroll just for the Employer Contribution if you wish.

www.flexspend.ny.gov

1-800-358-7202 (PRESS 2)