



LOUDOUN COUNTY PUBLIC SCHOOLS
Employee Health, Wellness and Benefits
21000 Education Court, Suite 319
Ashburn, VA 20148
(571) 252-1810 Fax (571) 252-1401

April 27, 2021

RE: Relief for Employees with a **Dependent Care (Daycare)** Flexible Spending Account (FSA)

Our records indicate that you enrolled in a Dependent Care FSA for plan year 2020 and/or 2021.

On December 27, 2020, the Consolidated Appropriations Act of 2021 was signed into law. The Act provides temporary special rules for Health and Dependent Care Flexible Spending Accounts (FSAs) that give employees additional time to use these funds.

As permitted by the Consolidated Appropriations Act of 2021, Loudoun County Public Schools will offer the following relief:

- **Balance Carryover** - Employees enrolled in a Dependent Care FSA for plan year 2020 and/or 2021 will carryover all unused amounts remaining in the plan to the next plan year. In other words, unused funds from 2020 will carryover to 2021 and unused funds from 2021 will carryover to 2022.
- **Dependent "Age Out" Carryover** - Employees enrolled in a Dependent Care FSA on or before January 31, 2020 are eligible to use those funds for children through the age of 13 (ending at age 14).
- **Flexible Mid-Year Changes** - For plan year ending in 2021, employees may stop or decrease contributions without a Qualifying Life Event. To request a mid-year change, please complete the [Dependent Care Flexible Spending Account \(DCFSA\) Change Form](#). Changes will be effective the first of the month following submission of this form.

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law. This Act raises pretax contribution limits for Dependent Care Flexible Spending Accounts (DCFSA) for calendar year 2021.

As permitted by the American Rescue Plan Act (ARPA), Loudoun County Public Schools will offer the following relief:

- **Increase DCFSA Annual Limits for Pretax Contributions** – DCFSA annual limits for pretax contributions increase to \$10,500 (up from \$5,000) for single taxpayers and married couples filing jointly, and to \$5,250 (up from \$2,500) for married individuals filing separately. The higher limits apply to the plan year beginning after December 31, 2020 and before January 1, 2022.
- **Flexible Mid-Year Changes** - For plan year ending in 2021, employees may increase contributions without a Qualifying Life Event. To request a mid-year change, please complete the [Dependent Care Flexible Spending Account \(DCFSA\) Change Form](#). Changes will be effective the first of the month following submission of this form.

Important Notes and Reminders:

- Choosing to increase your annual contribution will result in a larger deduction from your paycheck for the remainder of the plan year.
- Funds not spent by December 31, 2021 and submitted for reimbursement by March 31, 2022 will rollover to plan year 2022.
- Annual elections are required for Flexible Spending Accounts. If you wish to participate in an FSA in 2022 you must enroll through Oracle Self-Service during Open Enrollment.
- As 100% of unused funds from 2020 and 2021 will carryover to 2022, please carefully consider your decision to enroll in a 2022 FSA. If you do not enroll in an FSA in 2022, rollover funds will remain available for use in 2022. Before enrolling, you should factor-in any carryover balances and the amount you will spend to avoid forfeitures.
- FSA funds in your account will be subject to the use it or lose it provision on December 31, 2022.
- If your employment with Loudoun County Public Schools terminates anytime during the plan year, only services provided up to your termination date will be accepted for reimbursement. For example, if you are a teacher not returning in the fall of 2021, eligible services would be those provided on or before your last day of work in June 2021.

Reimbursements

All FSA reimbursement requests must be submitted (1) online at www.mycigna.com or (2) by completing and sending a paper claim form to Cigna. Blank claim forms are available online at www.lcps.org on the Employee Health, Wellness and Benefits page under the [Flexible Spending Accounts](#) section. Please ensure that your reimbursement request is accompanied by the appropriate supporting documentation.

- Your DCFSA can be used for daycare expenses for your eligible child(ren) and other qualified dependents. You will only be reimbursed up to the amount that is currently in your account, regardless of the annual goal you have elected. For example, if you submit a reimbursement claim for \$400.00 and only have \$200.00 in your account, you will initially be reimbursed for \$200.00 and automatically reimbursed the remaining \$200.00 once the funds are deducted from your pay and deposited in your account.

Dependent Care Reimbursement Acceptable Documentation

- Canceled checks are NOT eligible receipts.
- Legible receipt signed by your dependent care provider that clearly indicates:
 - Name, address, and tax ID or social security number of dependent care provider
 - Name of the dependent who received the service
 - A detailed description of the service you paid for

- A beginning and ending date for the services provided
- If no receipt is available, please have your provider sign box 16 under “Dependent Information” on the claim form.

General Information

- Register and log in to www.mycigna.com to view your account activity and current balance.
- If you have questions about your FSA or the information available at www.mycigna.com, please contact Cigna by phone at 1-800-244-6224. You can submit reimbursement requests via fax to 1-877-823-8953 or 1-859-410-2432.

Additional information about this plan, including the LCPS Dependent Care FSA Summary Plan Description, claim forms and a list of eligible expenses, can be found on the [Flexible Spending Accounts](#) page of the Employee Health, Wellness and Benefits website.

The Employee Health, Wellness and Benefits Team can be reached at lcpshealthwellness@lcps.org or 571-252-1810.