



TO: University of Massachusetts Medical School Benefited Employees

FROM: University of Massachusetts Medical School Human Resources Benefits Office

DATE: April 3, 2020

SUBJECT: UMMS Dependent Care Assistance Program Election and Contribution Changes

The UMMS Dependent Care Assistance Program (DCAP) permits adjustments to participant elections based on COVID-19 as a qualifying event. Due to the COVID-19 Pandemic, many employees may be experiencing changes in childcare needs. The HR Benefits Office wants to inform you that you may be eligible to adjust your DCAP election for FY2020.

The IRS permits changes to an election for the following situations (called Qualifying Events).

Qualifying Events Due to Changes in Childcare Arrangements

- You no longer need childcare
- You no longer need childcare as frequently
- You have had a change in the amount you pay for childcare (increase or decrease)
 - Example: Childcare temporarily shut down due to Pandemic
- You now need childcare - this is a Qualifying Event to add the DCAP if you are not currently enrolled.

Qualifying Events Due to Employment Changes

- You or your legally married spouse's termination of employment
- Your legally married spouse's commencement of employment
- You or your legally married spouse's change from part-time to full-time, or full-time to part-time status
- You or your legally married spouse's unpaid Leave of Absence (LOA)

Please follow the below steps to make a change to your GIC DCAP election if you have experienced a qualifying event:

- Access and complete the GIC Status Change E-Form [click here for the form](#)
- Choose a DCAP event type
- You will be asked if you want to change, cancel or enroll in the DCAP
- Select your option (follow any additional requested steps) and submit
- Changes will be made to your account

If you have any questions regarding this new process, please contact the Benefits Department at benefits.umms@umassmed.edu or call (508) 856-5260, Option 1.

