2025 DEPENDENT CARE REIMBURSEMENT ACCOUNT (DCRA) SPECIAL OPEN ENROLLMENT FREQUENTLY ASKED QUESTIONS

What are important Special Open Enrollment dates?

- Open Enrollment Period: May 1 – May 30, 2025

- Last day agencies can submit new forms: June 10, 2025

- Last day agencies can submit corrected forms (PR250 Responses): June 30, 2025

- Effective Date of Benefit: July 1, 2025

Are there resources available for each benefit form that I can use to verify all the information on the form is filled out correctly and completely?

Yes. The 2025 Special DCRA Reimbursement Form Open Enrollment Checklist is a great resource that will help ensure the forms are filled out completely and correctly prior to upload through ConnectHR. There are also completed example STD. 701R on this PPSD website here.

What resources can I provide my employees to look over regarding their Open Enrollment options?

CalHR Benefits Division website has a section dedicated to this Special DCRA Open Enrollment.

How do I send my completed Open Enrollment forms to State Controller's Office (SCO)?

All Open Enrollment forms must be sent to SCO via ConnectHR. The dropdown specific to this Special Open Enrollment is *Benefits – STD. 701R Flex DCRA Special Open Enrollment ONLY.*

Can I upload STD. 701R under the Special Open Enrollment dropdown if it is still available on ConnectHR after June 10?

If the dropdown is available, you may upload the form. SCO will not guarantee that the form will be processed by June Monthly Cutoff. This would result in an Accounts Receivable.

Can an employee (EE) decrease or cancel their deduction amount with this Special Open Enrollment?

No. The EE will need a permitting event to perform those actions. If the EE is seeking to cancel or decrease the DCRA amount and they have a permitting event, then use the ConnectHR Directory to determine the best place to upload the form.

What file format of form does ConnectHR accept?

ConnectHR accepts Adobe PDF forms. However, SCO cannot process uploaded forms that contain passwords, Adobe XML formatting, or forms combined into an Adobe

Portfolio. To remove all of these issues, it is highly recommended to "Microsoft Print to PDF" the forms prior to upload. This creates a digital scanned copy of the form and removes all the extra formatting/passwords.

Are we able to create a modified template for the STD. 701R to send out to our employees?

Yes. An example would be to alter the Medical Reimbursement Account section to prevent employees from filling that field. You may put "XXX" or some other deterring mark to prevent this section from being filled out by the employee. This is allowable only for this Special Open Enrollment.

How do I know if SCO received the Open Enrollment forms that I uploaded to ConnectHR?

Upon uploading the forms via ConnectHR a verification email will be sent to the uploader. This email is a receipt and proof that SCO has indeed received all the forms just uploaded for that employee or batch. ConnectHR also keeps a rolling record of the Personnel Specialist's last 1,000 uploads in the bottom of the "upload files" section. It is the Personnel Specialist's responsibility to know what forms they uploaded. SCO highly encourages to have a system of identifying forms uploaded under a specific batch/tied to a ConnectHR email receipt.

Should I wait until I have received all the expected Open Enrollment forms from my employees before I upload them to ConnectHR?

No. Please upload Open Enrollment forms as they come in and are processed by the Personnel Specialist. This is also known as uploading on a "flow-basis". Processing and uploading as they come in ensure the employee's documents will be processed timely. Please do not wait until the last day to upload all your forms.

What are the Annual 2025 minimums and maximums for the FlexElect Dependent Reimbursement Accounts?

Dependent Care Reimbursement Accounts (DCRA): $20/month (min) –$416.66/month (max).
$5,000.00 Annual

What are the Special DCRA Open Enrollment minimums and maximums for the FlexElect Dependent Reimbursement Accounts?

Dependent Care Reimbursement Accounts (DCRA): $20/month (min) –$833.33/month (max).
$5,000.00 Annual

How do I know what the maximum an EE can elect in this Special Open Enrollment?

This formula can be used:

833.33 – current deduction amount = maximum monthly contribution

Example: EE current 352-006 deduction is $100.00/month

$833.33 – $100.00 = $733.33 (max monthly amount allowed)

How many deductions will be made after this Special Open Enrollment?

There will be six total deductions. The deductions will be seen on the 06/2025 pay warrant through the 11/2025 pay warrant.

Who should I contact if I have questions about the Open Enrollment process?

After researching the question via the available resources above, contact your supervisor. If the question is still unanswered, the Statewide Customer Contact Center (SCCC) is available to assist. The number is (916) 372-7200.