

Enrollment Opportunities

If an employee does not enroll at hire or the end of probation as noted above, other enrollment opportunities are as follows:

1. During the annual open enrollment period;
2. Following a change in status: IRS regulations govern Section 125 Cafeteria Plans. A change in status can be made to the employee's Flexible Spending Account election as a result of a life event. The timeframe for notification is within thirty (30) days of the qualifying event;
3. Change in Status and new hire enrollment must be made from Jan. 1 through Sept. 30.

Consistency Rule: Proposed change in status must be **consistent with** the type of change experienced. For example: add a dependent and increase election amount, or drop a dependent and decrease the election amount.