

## Enrollment Opportunities

To enroll in a Health Care Spending Account (HCSA), an employee must:

1. Be a permanent part-time or permanent full-time employee with sufficient pay to cover the election amount; and
2. Enroll within 30 days of the hire date, if there is no probationary period served; or
3. Enroll within 30 days of completing probation; if there is a probationary period served.

It is not necessary to be enrolled in the State of Ohio's health benefits to participate in the HCSA. If both a husband and wife are state employees, both may participate in the HCSA as separate individuals.

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.