Dear Faculty and Staff,

Due to recent Internal Revenue Service guidance in response to COVID-19, the university is adding increased flexibility to the 2021 GW Health Care Flexible Spending Account (HCFSA) and Dependent Day Care Flexible Spending Account (DCFSA).

Mid-Year Changes and New Enrollments Allowed

Employees who currently have a 2021 FSA election are eligible to make a mid-year change to their FSA election regardless of whether a qualifying life event occurred (i.e. marriage, adoption).

Employees who are not currently enrolled in a 2021 FSA may elect to newly enroll mid-year without having experienced a qualifying life event.

The following FSA changes are allowed to be made through 12/1/2021:

- Increase your current FSA election
- Decrease your current FSA election*
- Newly enroll in a 2021 FSA

*Special note about decreasing an FSA election: Employees may not reduce an election below the amount that has already been reimbursed or has been contributed, whichever is higher.

For example, if an employee has contributed $500 to a 2021 DCFSA, and would like to cancel all future DCFSA elections, the employee would select $500 as their new contribution.

When Are Changes Effective?

Your FSA election changes are effective the 1st of the month following the date you make a change in the EasyEnroll System or the 1st of the month if the change is made on the 1st of a month.

Make Changes via EasyEnroll

1) Log in to EasyEnroll.
2) Select "Click Here" then “Enroll Now” under Benefits enrollment.
3) Select “FSA Mid-Year Change” at the end of the Live Events list.
4) Continue through the prompts to make changes to your elections.
5) Save a copy of your confirmation for future reference.

We are Here to Help

PayFlex is available to assist you with questions about your FSA at (844) 729-3539, Mon - Fri 8 a.m. to 8 p.m. EST, and Sat 10 a.m. - 3 p.m. EST.

The Benefits Team is also available to assist you with questions about your GW benefit offerings at benefits@gwu.edu or (571) 553-8382.

Sincerely,

GW Benefits

GW Benefits
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