***Please distribute this alert to any users within your agency who are responsible for benefit enrollments.***

**Family Care Account Program (FCAP) 2018 Open Enrollment Procedures**

* Instructions for the 2018 FCAP Open Enrollment including:
	+ Creating the “FCOP” (Family Care Account Program) Adjustment Reason in SAP on Infotype 0378
	+ Processing the FCAP enrollment through the HRBEN0001

If your agency is supported by the HR Service Center, all of your employees’ FCAP enrollments and reimbursements will be processed by the HR Service Center (HRSC). Employees in these agencies should be directed to call 866.377.2672 with any FCAP-related questions.

Employee service coordinators within agencies not supported by the HRSC and HR Service Center customer service representatives should be aware that FCAP Open Enrollment for program participation during calendar year 2018 will begin on November 6, 2017 and end on November 28, 2017. The following are instructions for creating the 2018 FCAP Open Enrollment Adjustment Reason and processing the FCAP Open Enrollment through

HRBEN0001:

* Via PA30, enter Infotype 0378 – FCAP Open Enrollment Adjustment Reason (which is FCOP) with a begin date of **11/06/2017** and an end date of **12/31/2017** for ALL PAYROLL AREAS. Select the “Create” icon.
* Access HRBEN0001 and use a calendar date between **11/06/2017** and **12/31/2017**.  Select FCAP Open Enrollment under Offer and select the FCAP Plan.
* The validity period for the record should show **01/01/2018 to 12/31/2018**.
* Enter the **ANNUAL** CONTRIBUTION AMOUNT (deductions are taken for 24 pay periods) in the Contribution Field of the pop-up box, and continue with the enrollment process. Deductions start the third pay period of the calendar year.
* Via PA 30, enter Infotype 0170, select overview icon and highlight the **01/01/2018** record.  Select the “Change” icon and select the applicable dependents by entering a checkmark in the box to the left of the eligible dependents.  Do not enter a Reason for Change. Select the “Save” icon.
* All **2018** FCAP Open Enrollment actions must be completed by **12/31/2017.**

**2017 FCAP Reimbursements**

Employees have until March 31st of each calendar year to submit claims for reimbursements from the previous calendar year.  Employees should be notified that they must submit claims for **2017** reimbursements by **March 31, 2018**.  **Instructions for processing prior year reimbursements will be sent as a separate alert.**

The following is a reminder about the policy related to reimbursement of expenses. In order to receive reimbursement from an FCAP account, employees must submit itemized bills or receipts showing proof of incurred expenses for services, along with each reimbursement form.  It is the responsibility of the HRSC or local HR Offices (for those agencies not supported by the HRSC) to verify the completeness of the reimbursement form along with the provider receipts.  This process is for the employee’s protection should they be audited by the IRS and is referenced in the Family Care Account Booklet.

**Questions?**
If you have any questions regarding FCAP 2018 Open Enrollment Procedures, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the benefits category.

Any policy-related questions about the Family Care Account Program should be sent to the Bureau of Employee Benefits Services email account at RA-BENHELP@pa.gov.