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

**DCAP Reimbursement Procedures for Calendar Year 2020**

* Instructions for processing Dependent Care Account Program (DCAP) reimbursements in calendar year 2021 for expenses paid during the calendar year 2020

If your agency is supported by the HR Service Center (HRSC), all employee DCAP, previously known as Family Care Account Program (FCAP), 2020 reimbursements will be processed by the HRSC Employee Services Division. Employees in agencies supported by HRSC should be directed to call 866.377.2672 with any DCAP related questions.

Employee service coordinators within independent agencies and HRSC customer service representatives can follow the instructions below for processing DCAP reimbursements in calendar year 2021 for expenses paid during the calendar year 2020.

Employees have until March 31st of each calendar year to submit reimbursement requests for expenses paid during the previous calendar year. **DCAP reimbursements processed in SAP in calendar year 2021 for expenses paid during the calendar year 2020 must be processed via PA30. Calendar year 2020 is the final year any processing will need to manually occur for DCAP program expenses.**

**Reimbursement** instructions are outlined below.

Before processing, please verify the claims have not already been submitted or processed previously in 2020 by accessing transaction HRBENUSFSACLM.

1. Via PA30, enter the Personnel Number and Infotype 0172, FSA Claims, Subtype FCAP.
2. Select the “Create” icon to create the new record.
3. Enter the claim submission date as the actual date the claim was submitted to the HR Service Center or HR Office.
4. Enter the cost incurred date as follows (by using these dates, this will ensure that monies are reimbursed from the correct calendar year).

|  |  |  |
| --- | --- | --- |
| **Payroll Area** | **FCAP Costs Incurred Between** | **Use Cost Incurred Date Of** |
| T3 and Z3 | 12/19/2020 and 12/31/2020 | 12/18/2020 |
| T2 and Z2 | 12/12/2020 and 12/31/2020 | 12/11/2020 |
| Z1 | 12/13/2020 and 12/31/2020 | 12/12/2020 |
|  |  |  |

1. For all other 2020 reimbursements that were incurred prior to the dates listed above, process as you normally would.
2. Enter the receivable (claim) amount, status defaults to approved (do not change), and complete the claim document data section.
3. Select the “Save” icon.

As a reminder, effective January 1, 2021, the DCAP program will be fully automated. **No manual** **user execution** will be requiredfor enrollment and reimbursement of dependent care expenses beginning with calendar year 2021 as referenced in [Benefits Alert 2020-03](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Benefit%20Alerts/Benefits_Alert_2020_03_DCAP_Automation.doc).

**Questions?**
If you have any questions regarding Dependent Care Account Program (DCAP) Reimbursement 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 Dependent Care Account Program (DCAP) should be sent to the Bureau of Employee Benefits and Services email account at RA-BENHELP@pa.gov.