



DEPARTMENT OF FINANCE

EMPLOYEE BENEFITS & PAYROLL DIVISION

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Important Update on: COVID-19 Qualifying Events for Flexible Spending Accounts (FSA) and Breeze Card Program for Cobb Linc, GRTA Xpress, Gwinnett Express Marta

Q1: If my daycare closes and/or or I'm working remotely and no longer need my transit/ parking account, do you consider these qualifying life events to start, stop or make changes to my Ameriflex FSA contributions?

A: Yes, these are considered a Qualifying Life Events which would allow employees to reduce or otherwise suspend their Ameriflex FSA contributions.

- To stop contributions to these account(s), complete the [Payroll Deduction Cancellation Form](#).
- To enroll or make contribution amount changes, complete the [Ameriflex Flexible Spending Account Enrollment Form](#). Indicate the account you would like to be enrolled into along with the amount.

Email the completed form to employeebenefits@fultoncountyga.gov for processing.

Q2: Does COVID-19 allow me to start, cancel or make contribution changes to Health and Limited Purpose FSAs?

A: Covid-19 is **not** a qualifying life event for Health and Limited Purpose (LP) FSAs therefore, changes are not allowed unless employees experience a "regular" qualifying life event change (e.g. marriage, birth of a child, death etc.)

Q3: Due to school closings, has the IRS issued anything guidance regarding employee's being granted an extension to use Depending Care Account (DCA) FSA funds?

A: At this time, the IRS has not issued guidance regarding extensions for the use of DCA funds. In the interim, employees can stop their DCA deductions on a going forward basis if their daycare closes, as this is considered a qualifying event. To stop your deduction, complete the [Payroll Deduction Cancellation Form](#). Email the completed form to employeebenefits@fultoncountyga.gov for processing.

Q4: Due to the coronavirus, I will be driving instead of taking public transportation and I was wondering if they can use the Ameriflex FSA transit funds to pay for the parking by submitting claims with parking receipts?

A: No, current IRS regulation prohibits transferring funds from one account type to another. Those funds never expire so the employee can stop contributing to transit, to start contributing to parking, and then reverse them when they need to use transit in the future as long as they are employed by Fulton County.

Q5: If I have cancelled my parking payments with the parking company that I use, should I stop the deduction from coming out of my paycheck?

A: To stop your deduction, complete the **Payroll Deduction Cancellation Form** [Payroll Deduction Cancellation Form](#). You may email the completed form to employeebenefits@fultoncountyga.gov for processing.

Q6: What are the procedures to stop or resume my payroll deductions for Cobb Linc, Marta, GRTA Blue/Green, or Gwinnett Express Breeze Card Program?

A: Thirty (30) days advance notice is required to stop or resume enrollment in the Breeze Card Program. Note that the deduction is taken from the 1st paycheck of the month and the benefits are effective the 1st day of the following month. To stop your deduction, complete the [Payroll Deduction Cancellation Form](#). Email the completed form to payrollunit@fultoncountyga.gov for processing.

Q7: What is the customer service contact for Ameriflex if I have additional questions?

A: Participants may call (888)868-3539 or visit www.myameriflex.com.

Q8: How do I contact the Fulton County Employees Benefits and Payroll Office if I have any questions?

A: Call (404) 612-7605. Email Benefit inquiries to employeebenefits@fultoncountyga.gov. Email Payroll Inquiries to payrollunit@fultoncountyga.gov.