State of California

M E M O R A N D U M

DATE: July 31, 2003

TO: PERSONNEL MANAGEMENT LIAISONS **REFERENCE CODE:** 2003-025

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers
Work and Family Coordinators

FROM: **Department of Personnel Administration**
Policy and Operations Division

SUBJECT: Work and Family Program - Dependent Care Benefit
APPLICATION DEADLINE EXTENDED TO SEPTEMBER 12, 2003

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This memorandum contains important information regarding the State-negotiated Dependent Care Benefit for State employees. The Dependent Care Benefit Program, designed by Joint Labor-Management Committee on Work and Family, is intended to help State employees deal with the high cost of dependent care. **THE APPLICATION DEADLINE FOR THE 2004 BENEFIT HAS BEEN EXTENDED TO SEPTEMBER 12, 2003.**

To apply for this benefit, interested employees must complete a **two-step process:**

1. Complete the application form: Sign (original signature required) and mail the Dependent Care Benefit Application (DPA 684) to:

   Department of Personnel Administration
   Work and Family Program
   1515 "S" Street, North Building, Suite 400
   Sacramento, CA 95814-7243

THE APPLICATION MUST BE POSTMARKED NO LATER THAN SEPTEMBER 12, 2003. Faxed, e-mailed, or late applications will not be accepted.

This program has been funded to provide dependent care benefits to a limited number of employees in 2004. If the number of qualified applicants exceeds available funds, the Department of Personnel Administration (DPA) will hold a drawing to select which applications will be approved. Employees will be notified by DPA during October 2003, whether or not their application has been approved.

2. If the application is approved, employees **will be required to enroll in a FlexElect dependent care account during the FlexElect open enrollment period** (October 1, 2003 - October 31, 2003). The dependent care contribution will be deposited into the employee's FlexElect account on January 1, 2004.

All eligible State employees have been mailed an information packet containing information on the dependent care benefit, a dependent care benefit application, and a description of the FlexElect Program. Information regarding employee eligibility, as well as information regarding the extended application deadline, is available online at http://www.dpa.ca.gov, under Work and Family.

DPA has provided marketing and program materials to departmental Work and Family Coordinators, including posters for the worksite. If your department has not designated a Work and Family Coordinator, Personnel Offices should ensure that program information and marketing materials are distributed to eligible employees and employee worksites.

Please inform your employees of the revised application deadline. A revised application is attached to this memo. Your assistance will help ensure that all eligible State employees have an opportunity to enroll in this benefit program.

Bob Painter, Chief
Policy and Operations Division

Attachment