



From the Office of Human Resources:

Please review the following important information about the FSA Program for Plan Year 2025.

1) The Plan Year Open Enrollment Period is from September 23–November 8, 2024 and is effective January 1, 2025, for the following programs:

- Dependent Care Assistance Program (DeCAP)
- Health Care Flexible Spending Account (HCFSA) Program

2) 2025 Plan Year Contribution Limits:

Program	Minimum	Maximum
DeCAP	\$500	\$5,000
HCFSA	\$260	\$3,200*

*If the HCFSA maximum amount changes, those participants who elected the maximum contribution amount will be notified at a later date. Please check the [FSA website](#) periodically for updates.

3) Current Participants in the HCFSA Program and/or DeCAP:

- Any employee currently enrolled in the HCFSA Program and/or DeCAP will automatically receive the Plan Year 2025 FSA Program Enrollment Form (pre-populated with basic employee information) which will be sent to the participant's address on record by the second week of September 2024.
- If you are a current participant and you did not receive the letter, please download the Plan Year 2025 Enrollment Form from the [FSA website](#).

4) Please take a moment to review the updated FSA Brochure before enrolling in Plan Year 2025. The brochure can be found on the website at <https://www.nyc.gov/site/olr/fsa/fsahome.page>.

- “Use It or Lose It” Rule: Federal regulations require that you use the entire amount you allocate to your HCFSA and/or DeCAP by the end of the Plan Year 2025. Otherwise, you will forfeit the unused balance.
- **Important Change for 2025:** All FSA claims will be reimbursed via direct deposit. If you are currently not receiving reimbursement via direct deposit, direct deposit information must be provided along with a voided check or banking information letter.

If you want to enroll in Plan Year 2025, please submit your application and return it prior to November 18, 2024 to the FSA Program using the following secure link: <https://nyc-fsa.leapfile.net>.

If you do not want to enroll in Plan Year 2025, then you do not need to do anything.