

AEO

BENEFITS

The CARES Act has provided employers with an opportunity to allow those enrolled in Dependent Care, Healthcare and Limited Purpose FSAs with a *mid-year election period*, to allow associates to change or cancel the rest of the deductions for this benefit for the remainder of the year!

Important: All changes or cancellations will be reflected in the July 10th paycheck and must be completed in Benefitfocus by midnight on June 30, 2020.

The IRS has stated that you cannot reduce your annual amount below the total amount that was deducted from your paycheck and/or the amount you have been reimbursed for claims. This will mean that 13 pay periods will have passed (half of the year) if your benefit deductions started on 1/1/2020.

1. Login to Benefitfocus at <https://www.aeobenefits.hrintouch.com> or AEO2GO>Single Sign On> Benefitfocus
2. Click on the “Click Here to Enroll, Review or Change Benefits” button on the right side of your Home Page
3. Scroll down to the “Your Benefits at a Glance” section

Click the box for the FSA benefit that you wish to change or cancel



Expand the **Plan Details** section to see the information below

Plan Details	
Your Contributions	
Per Plan Year	\$260.00
every two weeks	\$10.00

Click this box to begin making changes

Make changes based on a life event

Fill in the Bubble and Click “Next” (this will show either Health FSA or Dependent Care FSA, depending what you selected)

Health FSA

Please select a reason for changing your benefit coverage.

You are making a change to benefit elections. Why are you making this change?

Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)

You must have a qualifying life or family change to change coverage.

Note: All changes to your benefits must be approved by your HR Administrator before they become effective.

Next Cancel

Select the 2nd to last option (below) and Click “Next”

Change to Healthcare or Dependent Care FSA

I do not have any life or family change events

Next Previous Cancel

To CANCEL DEDUCTIONS: Click “Decline Coverage”

To CHANGE DEDUCTIONS: Click “Next”

Decline Coverage I would like to decline Health FSA coverage.

Next Previous Cancel

If Declining Coverage: Click “Save Changes” and the benefit will be stopped on 6/20/2020, to ensure there will be no benefit deductions July – December.

If Changing Deductions, Click on “Edit Contributions” and follow the prompts. Click “Save Changes” and the new contribution amount will be effective July 1, 2020.

