



Office of
General Services

Business
Services Center

Information Announcement

NYS Flex Spending Account 2016 Open Enrollment - Deadline Extended

November 17, 2015

We have been notified by the Governor's Office of Employee Relations that the 2016 open enrollment application deadline for the Flex Spending Account has been extended. The online enrollment application will re-open beginning Thursday, **November 19, 2015** at 12:01 a.m., ET, and continue through **November 24, 2015** at 10:00 p.m. ET.

How to Enroll

Eligible employees who wish to enroll for 2016 may do so by enrolling online at www.flexspending.ny.gov or calling the FSA hotline at (800) 358-7202, Option 1. Make sure you have your most recent pay stub available since you will need your Department ID and Negotiating Unit code to apply. If you wish to change your application amounts after you submit your application, simply submit a new application by November 24, 2015. Be sure to complete both DCAAccount and HCSAccount sections of the application, if applicable, since the new application will replace your original application.

Confirmation Letter

If you enroll after November 9, 2015, a confirmation notice will be sent to you in late December. However, you will not have an opportunity to change your annual election after November 24, 2015 unless you have an eligible change in status, so be sure to select your election amount carefully.

Questions

If you have any questions regarding the Flex Spending Account Program, please contact www.flexspend.ny.gov, or (800) 358-7202, Option 1. For all other questions, please feel free to contact the BSC Benefits Unit at (518) 457-4272 or by e-mail at BSCBenefitsAdmin@ogs.ny.gov.