

April 7, 2020

HUMAN  
RESOURCES

The Benefits team has received some temporary procedural updates due to COVID-19 that we wanted to share and that we recommend you communicate to your employees. Please know, that as we receive updates we will share.

**Dependent Care FSA** - If you have experienced either a reduction in dependent care costs or a new need for dependent care, you can request a change to your [Dependent Care Flexible Spending Account](#)(DCFSA) or enroll in a DCSFA for the remainder of the 2020 calendar year. DBM has set a cutoff date for this as April 23, 2020

To make a change to your DCFSA or enroll in a DCFSA, please login to your [SPS Workday account](#) and select the Benefit Event Type, “**Employee: Change in Dependent Daycare**”

Please note: DBM has temporarily **removed** the supporting documentation requirement for this benefit change, however this is still a two part process. Employees must first log the event, wait for DBM to approve. Once approved employees will get an email to log back into SPS and actually remove or add the DCFSA.

**Official Marriage Certificates** - For the time being, DBM will accept the documentation provided by the officiant for those who are currently unable to obtain an official marriage certificate (signed by the clerk of the court). DBM will follow up and request the official document. They have set 30 days from the date that they return to the office as the cutoff date. Their return date to the office is unknown at this time.

**Supplemental Retirement Account (SRA) forms** – as previously communicated, CPB has granted temporary procedures for the submission of [SRA](#) forms. Please see below for an additional method (email) that employees may utilize until further notice if they are unable to mail a hard copy.

**Employees with access to a printer or scanner;**

Employee should complete appropriate form, print, and sign (wet signature) and

Mail it to: Attn: Pam Foster Central Payroll Bureau PO Box 2396 Annapolis, MD 21404, **or (if you do not have access to a printer)**

Scan and email it to: [cpbops@marylandtaxes.gov](mailto:cpbops@marylandtaxes.gov)

The Benefits coordinator signature is NOT required at this time, but employees should be keeping a copy for their records.