### Sample language for FSA/DCAP denial

There may be times when an employee submits the required FSA/DCAP form after the deadline (e.g, after the end of open enrollment, more than 31 days after the initial date of eligibility, more than 60 days after the event that triggered the special open enrollment).

If this situation occurs, you must let the employee know that their form cannot be processed and that they have the right to appeal that decision.

Below is a sample notification to an employee to let them know that their enrollment form was received late. Feel free to adjust the language to meet your needs.

Dear **<Name>:**

Your request to enroll in the Flexible Spending Arrangement (FSA) and/or the Dependent Care Assistance Program (DCAP) for **<year>** has been denied.

The deadline to enroll was **<date>**. Unfortunately, your request was submitted after the deadline.

If you disagree with this decision, you may file an appeal. You must submit your appeal in writing no later than 30 days after the date of this letter. You can submit an appeal by completing the *Request for Review/Notice of Appeal* form (PEBB) available on the PEBB website ([hca.wa.gov/about-hca/file-appeal-pebb](https://www.hca.wa.gov/about-hca/file-appeal-pebb)).