



What you should know about **DEPENDENT CARE REIMBURSEMENT**

A Dependent Care Reimbursement Plan is a pre-tax benefit account used to pay for dependent care services like preschool, summer day camp, before or after-school programs, and child or elder daycare services.

Enrollment Period
NOVEMBER 6 - NOVEMBER 27



How to Enroll

- Visit HROne Connect at hroneconnect.houstontx.gov to enroll.
- Choose the Dependent Care Reimbursement Plan tile under Organizational Updates.

If you need to reset your password, contact HITS at 832-394-4487.



Qualified Dependents

- A dependent child under the age of 13 who lives with you for more than half of the year.
- An adult tax dependent, such as a parent, who is not able to care for themselves and who lives in your home a minimum of eight hours a day.

Teams Meeting Dates

Thursday, Nov. 16 , 2023
11 a.m. - noon
coemployees.org/DCRP_11-16-23



Tuesday, Nov. 21 , 2023
2 p.m. - 3 p.m.
coemployees.org/DCRP_11-21-23



Important Dates

MAR 31, 2024: Deadline to submit claims for 2023 participants

NOV 6, 2023: Enrollment Begins

NOV 27, 2023: Enrollment Ends

JAN 1, 2024: New Coverage Begins

DEPENDENT CARE REIMBURSEMENT

HOW IT WORKS



Estimate expenses

Estimate how much you spend on eligible dependent care expenses each calendar year. Then decide how much you need in your account.



Sign up

Sign up for your Dependent Care Reimbursement Plan during your open enrollment period. The amount you elect will be divided among 12 months. The money is taken out of your paycheck before taxes and is deposited into your account.



Pay for eligible expenses

When funds are in your account, you can pay for eligible dependent care services.
New for 2024: Funds will be deposited in your account on the day you receive your paycheck. Log in to your account at tasconline.com to find a full list of eligible dependent care expenses.

IMPORTANT: You can only use this program if you do not use the Child Care Tax Credit. Please note you may not participate in both programs.

DCRP CONTRIBUTION LIMITS

\$500 per year

Minimum contribution

\$2,500 per year

Maximum contribution if you are married and file a separate tax return.

\$5,000 per year

Maximum contribution if the employee is married and filing a joint tax return or if the employee is a single parent.



Easy to Use Tools

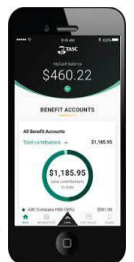
TASC Online Account

- Go to tasconline.com
- Select "Request a Reimbursement Online"
- Select who the expense was incurred by and the date of the expense
- Enter the expense amount and the merchant
- Attach the receipt(s) and a description of the expense.
- Click "Next" to review your request, and then "Submit"



TASC Mobile app

- Select "Picture to Pay" and a camera window will pop up
- Take a picture of the invoice, enter the amount you would like to pay
- Review and submit your request
- When you're done, TASC will process your claims and schedule your payment. Sign up for email texts and alerts. That way you can know the progress of each claim.



Contact Us

Human Resources Benefits Division

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benefits@houston.tx.gov | 832-393-6000

www.CityofHoustonBenefits.org