FLEXIBLE SPENDING ACCOUNTS

Legislators are eligible to participate in Flexible Spending Accounts (FSA) administered by ASIFlex: www.asiflex.com. The FSA program allows you to set aside pretax funds to pay for out-of-pocket health care expenses (including dental and vision) and dependent care expenses (including child-care and elder care).

There is no administrative fee for the Healthcare Flexible Spending Account (HCFSA) or the Dependent Care Flexible Spending Account (DCFSA). **Deductions will be withheld equally over the number of paychecks received in the calendar year.** You will have access to your HCFSA account the entire year, but your DCFSA can only be used while you are in-session.

NEWLY ELECTED Legislators who wish to enroll will need to complete this process through the EHWWC Flexible Spending Arrangement Employee Change in Status online portal by **Monday, November 16, 2026:**

https://me.accessgov.com/oeh/Forms/Page/oeh/flexspendingstatus/1

NOTE: Any guidance indicating the enrollment or change is to be completed in PRISM does not apply to legislators at this time.

RETURNING Legislators who wish to enroll or make a change will need to complete this process through the EHWWC Flexible Spending Arrangement Employee Change in Status online portal by **Monday, November 16, 2026, or by the deadline reflected in the annual open enrollment notice, which normally occurs for two weeks each November.**

https://me.accessgov.com/oeh/Forms/Page/oeh/flexspendingstatus/1

The portal is to be utilized for the following scenarios:

- Annual open enrollment (normally held in November of each year)
- New hire*
- Marriage, divorce, legal separation, or annulment
- Change in number of dependents, including birth, adoption, placement for adoption, or death of a dependent (includes spouse)
- Change in work schedule, including an increase or decrease in the number of hours of employment by the employee, spouse or dependent, including a switch between full-time and part-time status, a strike or lockout, or commencement or return from unpaid leave of absence

Please refer to the Flexible Spending Arrangement Employee Change in Status page https://me.accessgov.com/oeh/Forms/Page/oeh/flexspendingstatus/1 to learn about additional scenarios for which a change can be made outside of the annual open enrollment period, and the Flexible Spending Accounts page https://www.maine.gov/bhr/oeh/benefits/flexible-spending for additional information about the program.

Specific questions can be directed to ASIFlex at 1-800-659-3035 (Monday-Friday 8:00 am to 8:00 pm, EST – Saturday 10:00 am to 2:00 pm, EST) or by visiting www.asiflex.com.