

.06 Keying Dependent Care Expenses

Determine and verify the anticipated expense as follows:

- Allow the billed expense for the months the participant expects to be billed.
- When the billed amount is for more than one participant and individual amounts are not specified, complete the following:

Divide the total billed amount by the number of participants receiving care.

Round up the amount for one participant when the billed amount cannot be divided evenly.

(See Example [Dependent Expense](#))

DO NOT convert the dependent care expense when the expense is less than a full month's expense. This could be due to the expense starting or stopping.