State of Washington
How to Submit a Recurring DCAP Claim

The new Recurring Claims tool allows DCAP participants with fixed daycare costs to submit just one claim for the entire plan year! This new feature is a quick and easy submission process for participants with qualified recurring DCAP claims.

What qualifies as a recurring DCAP claim?

- The expense must be an eligible DCAP expense. (See allowable DCAP expenses)
- The expense must have a fixed weekly or monthly cost.
- The expense must be from the same provider.
- Documentation is required and must be signed by the provider and include the date range and cost of the service. It can also be documented using our Recurring Claim Form.

If you have DCAP expenses that qualify, follow the steps below to submit your recurring claim:

**STEP 1**
On your participant home page, under the “My Tools” section, select “My Recurring Claims.”

**STEP 2**
Select “Add a new recurring claim”
Your recurring claim will be processed within 2-3 business days and the status will be updated to “Approved” or “Request for more Information.” In the event that more information is required, an email will be sent describing what is needed to approve the claim.

Once your recurring claim is approved, Flex-Plan will automatically submit your claims based on your selected recurring schedule. As the claims are automatically submitted, Flex-Plan will reimburse your DCAP claims based on your DCAP account balance.

Questions?

Contact our Customer Service Department
(800)669-FLEX(3539) or customerservice@flex-plan.com