

Flexible Spending Accounts (FSA)

Plan Administrator



What is an FSA?

An FSA is a IRS regulated plan that allows the Associate to set aside money from their paycheck to pay for certain insurance and daycare expenses incurred by you, your spouse or eligible dependents.

Who is eligible to participate in an FSA for Health Care and/ or Dependent Care?

All Associates are eligible to participate in an FSA for Health Care and/or Dependent Care upon benefit eligibility, regardless of medical plan elections.

Is there an app for that?

Eflex has a free Benefits App for your iPhone, iPad or Android. Download it now to view all of your accounts, get up-to-date account balances, see your plan end date and grace period, view claims history, check claims status and payment status, and check for claims denials – all with totally secure access!

What is the difference between a Health Care FSA and Dependent Care FSA?

- **Health Care FSA**- used for medical, prescription drug, dental and vision expenses. You may also use these dollars towards deductibles, co-insurance or non-covered items, and a variety of over-the-counter supplies.
- **Dependent Care FSA**- used for child care expenses and expenses incurred for the care of an incapacitated spouse or parent.

How do I sign up for an FSA?

You will need to know the annual amount of pre-tax dollars that you want withheld from your paycheck for the year before enrolling in benefits. This is an estimated dollar amount that you expect to spend in one year; each account is separate. The goal amount that you elect will be withheld from each paycheck evenly based on the number of pay periods remaining in the year; there are a total of 26 equal pay periods per calendar year. UltiPro can calculate the dollar amount that will be deducted from your paycheck for both the Health Care FSA and the Dependent Care FSA accounts separately.

When can I spend the FSA dollars?

- **Health Care**- spend the dollars anytime during the plan year, whether already withheld from your check or not.
- **Dependent Care**- reimbursements are for expenses incurred only up to the balance in your account at the time of the request. Daycare expenses paid in advance are not reimbursed until the service has been provided.

How do I get reimbursed for these expenses?

- Option 1** You can incur the eligible expense, pay for the service out of your pocket and then complete a paper FSA reimbursement form. Fax, mail or email with the bill/receipt directly to eflexgroup. Reimbursement forms are located on the eflexgroup website at www.eflexgroup.com.
- Option 2** Use your eflex debit card, which is a stored-value Visa debit card that you will receive once you elect a FSA. You can use this card instead of cash to pay for eligible services and out-of-pocket expenses that qualify.

What should I understand before using the eflex debit card?

- A. You may be asked to document your eflex debit card purchases by providing itemized receipts (Keep receipts).
- B. Do not submit your receipts until requested to do so. Eflexgroup will send you a list of transactions that were not substantiated at the point of sale, which you will return to eflex with a copy of your receipts. You will be asked to repay the expense if you make a purchase with the card and cannot provide an itemized receipt for the expense.