



www.flexsaveamerica.com

Why Participate:

The Flexible Spending Account (FSA) account is designed to cover specific out-of-pocket expenses you anticipate during the course of the plan year. The account allows you to use pre-tax dollars to pay for health expenses not covered by insurance. Not only are the funds tax-free but they're also pre-funded and your annual election is available for immediate use on the first day of the plan year. You can use your FSA to pay for things like:

- Contact Lenses
- Eye Glasses
- Dental Expenses
- Deductibles
- Co-payments
- Prescriptions
- Orthodontia
- Certain Over-the-Counter Items

In fact, any expenses that would otherwise qualify as a deduction on your income tax return will qualify under the FSA plan as long as the expense is not paid by another benefit plan. You may also pay for child care expenses by enrolling in the Dependent Care Account (DCA).

How the FSA Works:

The FSA is pre-funded at the beginning of the plan year which means your full annual election is available for immediate use on January 1st. Your paycheck will be adjusted throughout the course of the year to reimburse your employer for the pre-funded convenience the FSA offers. You will be sent a FlexCard in the mail after open enrollment ends unless you were previously enrolled in the FSA program. If you currently have a FlexCard, they are valid for three years and new cards will be sent automatically 30 days prior to expiration. The FlexCard is issued by MasterCard and is accepted wherever you see the MasterCard logo as long as it is an accepted medical establishment such as a hospital, dentist, optometrist, pharmacy, doctor's office, etc. The FlexCard gives you point-of-sale access to your FSA funds which makes the program

convenient. Please keep in mind that we can approve most FSA claims automatically without documentation follow up, however there are certain things we can't auto-adjudicate and a receipt or itemized statement may need to be sent in after you make a purchase. We will notify you if further substantiation on a purchase is necessary.

How to Enroll:

Complete the benefit election form that you received. Make sure to include all family members that you would like to include coverage for under the FSA program. When you're finished, return the form to your HR Department or other authorized group representative.

How the Dependent Care Account (DCA) Works:

The DCA program is for children you claim as dependents and that are under the age of 13. Funds are only available as you incur deductions from your paycheck, the account is not pre-funded. Most common expenses that qualify for this account include:

- Latchkey Programs
- Day Care Facilities
- Camps (excluding over night camps)
- In-House Child Care Providers

The DCA will not cover things like:

- Uniforms
- Field Trips
- Food

You can use the FlexCard to pay for child care expenses if your child care provider accepts MasterCard. If not, you can submit a claim to us by submitting a completed reimbursement form along with your bill or statement and we will reimburse you directly. Our standard turnaround time for claims processing is 24 hours.

When does the plan begin and end?

The plan year begins January 1st and ends on December 31st. However, you have an additional 2.5 months after the plan year ends to incur expenses and have them applied to your old balance if there's a balance left. For those that spend all of their funds before 12/31, this extension does not apply.

How much can I contribute to the FSA and DCA?

The FSA maximum contribution is \$3,000 and the maximum DCA contribution is \$5,000 for married couples filing a joint return and \$2,500 for married couples filing separate returns.

Plan Carefully:

Once you decide to participate in the FSA program, your decision must remain in effect until the end of the plan year. Each following year you will have an opportunity to re-enroll. Your payroll deduction amount may be changed during the plan year if you have an eligible change in family status such as:

- Birth of a child
- Marriage
- Divorce/Legal Separation
- Adoption
- Death of a Spouse or Dependent

What Expenses Qualify?

- Acupuncture
- Vaccinations
- Alcohol/Drug Treatment
- Birth Control
- Ambulance Service
- Dental Fees
- Dental Implants
- Immunizations
- Hearing Aids and Batteries
- Dermatology
- Contact Lenses and Solutions
- Chiropractic Care
- Hospital Services
- Injections
- Insulin
- Orthotics
- Physical Therapy
- Physical Exams
- Pre-natal Care
- Periodontal Fees
- Optometrists/Ophthalmologists Fees
- Glasses
- Physician Fees
- Co-payments
- Deductibles
- Prescriptions
- Co-insurance
- Transportation Expenses (16.5 cents per mile)
- Psychotherapy
- Oxygen
- Durable Medical Equipment (with letter of medical necessity)

IMPORTANT CHANGE TO OTC MEDS EFFECTIVE 01/01/2011:

As a result of Health Care Reform that was signed into law earlier this year, over-the-counter drugs have been removed as eligible expenses unless you provide a doctor's prescription. This includes the removal of things like:

- Acid Controllers
- Antibiotics
- Anti-Gas Products
- Cold Sore Remedies
- Digestive Aids
- Stomach Remedies
- Laxatives
- Pain Relievers
- Sleep Aids & Sedatives
- Motion Sickness
- Respiratory Treatments
- Allergy Medicines
- Cough, Cold & Flu Products

Even if you obtain a prescription from your doctor, you will need to pay cash for any items that fall into any of the categories listed above and submit a claim to us to be reimbursed from your account.

Please note you will still be able to buy items that are not considered medicines such as band-aids, contact lens solutions and denture adhesives.

FlexSave Web and Text Access:

Once you create an account online, you will be able to manage all aspects of your FSA and DCA. The participant portal allows you to:

- Check Transaction History
- Upload Documentation
- Check Balances
- Request Reimbursement
- Issue Cards Lost/Stolen
- Add/Change Demographic Information
- Sign Up For Text Message Balance Inquiries
- Check Claim Status

Should you have any questions or concerns, please contact us at:

P: (888) 231-1363

E: flexsupport@flexsaveamerica.com