

Frequently Asked Questions: Health Care Spending Account

- **What is a Flexible Spending Account (FSA)?** An FSA is an employer-sponsored plan that allows you to deduct dollars from your paycheck and deposit them into a special account that's protected from taxes.
- **Why should I enroll in an FSA?** With an FSA, your out-of-pocket medical expenses can be paid with tax-free dollars. The plan can reduce a percentage of your tax liabilities dependent upon your tax bracket.
- **What is a Health Care Spending Account?** A health care spending account is an account that provides you, your spouse and your eligible dependents with pre-tax reimbursement for qualified medical, dental, and vision care expenses that are not covered by insurance.
- **How does the pre-tax deduction work?** Your election amount will be deducted from the first and second paychecks each month. You will not pay FICA, federal income tax, and state taxes on the election amount at any time. You will be spending tax-free dollars to pay for expenses.
- **Who is eligible to use the Health Care Spending Account?** Employees scheduled to work 30 or more hours per week, spouses, and eligible tax dependents may use the account whether they are covered under the Franklin County Cooperative Health Benefits Program or not.
- **What types of medical expenses are eligible for reimbursement?** Some examples include annual deductibles office visit and prescription co-pays, dental and orthodontia expenses, vision-related expenses including laser eye surgery. Find an extensive list of eligible medical expenses at: www.bewell.franklincountyohio.gov
- **What medical, dental, and vision care expenses are not eligible for reimbursement?** Some examples include: cosmetic procedures, teeth whitening, non-prescription sunglasses. Claims submitted before treatment occurs are not eligible for payment. All submitted expenses are reviewed for eligibility according to Internal Revenue Code.
- **How do I enroll in a Health Care Spending Account?** Open Enrollment for the 2016 Plan Year begins on Monday, November 16 and ends at midnight on Friday December 4. To enroll go to the Cooperative's new online benefits administrator: <https://fccbenefits.com>. You will need to register and then use the system to enroll. Additional information and direct deposit sign up forms will be available there and at www.bewell.franklincountyohio.

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- **How do I decide how much money to put into the Health Care Spending Account?** For help in making this decision, go to www.bewell.franklincountyohio.gov to find a Flexible Spending Account Worksheet. There is a minimum annual deduction of \$120 and a maximum of \$1200 for 2016. Your monthly deduction will be split between the first and second paychecks of the month. You can also find an online calculator at <https://fccbenefits.com> when you go online to enroll.
- **When can I start using my Health Care Spending Account funds?** The total dollar amount you elected is pre-funded into your account at the start of the year. Payroll deductions to collect the funds will be made throughout the year.
- **How do I use the Health Care Spending account to pay for or be reimbursed for payment of eligible medical expenses?** **Debit Card:** Once you enroll you will receive a “denim blue Flexible Spending Account Debit MasterCard” in a non-descript envelope. PLEASE DO NOT DISCARD! It will be active with the first use, after December 31st.

Paper claim: You may also submit a claim form with documentation via e-mail, fax, or USPS Mail to our claims administrator for reimbursement:

Email:

Flexadministration@businessolver.com

Fax Number: 855-883-8542

USPS Mail:

Section 125 Plans

PO Box 65948

West Des Moines, IA 50265

**For claims inquiries call toll-free:
(855)883-8541.**

- **How will I receive my payment if I submit a manual paper claim form?** There are 2 ways to receive a payment: 1. Direct Deposit into your checking or savings account if you elect to sign up for direct deposit or 2. You may elect to receive an actual check via USPS mail.
- **How will the card system know if I am trying to use the debit card to buy an ineligible item?** Retailers use a technology called IIAS that stands for Inventory Information Approval System. It ensures that health care FSA debit cards, only work for eligible expenses under IRS regulations. Every item in the store's scanner database is flagged "yes" or "no" for plan eligibility at the point of sale.

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- **When can I make changes to my Health Care Spending Account election amount?** The next opportunity to make changes will be during Open Enrollment in November 2016. If you experience a Qualifying Life Event (marriage, birth, adoption, divorce, or death) during the year you may be able to make a change. Your change must be consistent with the qualifying event.
- **What happens if I do not spend all of the money in time?** Money left in your account after the end of the run-out period cannot be refunded to you; this is referred to as the *Use-it or lose-it* rule. These funds are forfeited and the Plan uses these forfeitures to offset the costs of the program.
- **What happens to the money if I terminate my employment?** Your final paycheck will have the normal deduction and your participation will end. You may be reimbursed only for services incurred on or before your termination date.
- **When is an expense considered incurred?** This is when the service is actually provided, not when you are billed or pay for services.