

# Medical & Dependent Care Flexible Spending Accounts

## Provider: Wage works

### Flexible Spending Accounts

Flexible Spending Accounts are optional benefit plan that allow you to direct a part of your pay, TAX-FREE, into two accounts, described below. A Healthcare Flexible Spending Account (HFSA) can be used to pay for out-of-pocket medical expenses for you and your tax dependents. These include charges for office visits, amounts toward your deductible, prescriptions, dental work, eyeglasses, contacts and lab fees. The Dependent Care Flexible Spending Account (DFSA) can be used to pay for daycare or elder care expenses.

***Your FSA deposits are not taxable income, on your W-2. Since your annual income is reduced, so are your annual taxes.***

### Medical FSA

Due to Health Care Reform, over-the-counter (OTC) medicines and drugs, except for insulin, will require a letter of medical necessity or prescription from your physician to be reimbursed from your medical FSA. If you have any questions regarding whether a health-related supply is eligible please contact WageWorks customer services.

#### How the FSA tax advantage works - Medical Flexible Spending (MFSA)

First, determine your election amount: For the HFSA, the minimum is \$200 and the maximum is \$2,500. Your election amount, divided by the number of paychecks that you receive during the plan year will tell you what will be deducted pre-tax from each pay period.

#### You get the exclusive FSA debit card

The WageWorks FSA card can be used at any provider or merchant classified as a medical/ dental/ vision provider. It is limited to doctor's offices, pharmacies, hospitals, dental providers, vision providers, and medical labs.

Use of the card is optional. You can also use a different form of payment and then submit the claim to WageWorks on their website or via their mobile application.

When using the card, please be sure to keep all of your receipts. The IRS requires that you substantiate all charges. WageWorks will attempt to do so systematically, but may contact you and request a receipt for your card transactions.

#### How Do You File a Claim?

Your Flexible Spending Account (FSA) is offered by WageWorks. With this you will have several conveniences:

- Fast and efficient claim reimbursements
- Multiple claim submission options including online, fax or regular mail.
- Online account access 24 hours a day/ 7 days a week
- Toll-free customer service assistance, email and web chat customer service
- Interactive Voice Response System availability 24 hours/ 7 days a week to check account activity, account balance, and more
- Opportunity to sign up for text/ email notifications of account activity

#### How do I avoid losing money?

Pasco Schools allows the "carry over" option that enables you to carry over from one year to the next \$500 a maximum of unused funds. If on December 31, you have an unused amount that exceeds the \$500 carry over, it will be forfeited. When making your election, please consider what your expected out-of-pocket expenses will be for the coming year for yourself and your tax dependents. The "Carry over" amount will be available to use after your 2017 account balance has been exhausted.

#### Mid-year Plan Termination

If you end your employment with Pasco County Schools, you will have 90 days from your benefit termination date to submit a request for reimbursement of eligible out-of-pocket expenses for you, your spouse and legal dependents. The last date to incur expenses is your benefit termination date. Expenses incurred after your benefit termination date are not eligible for reimbursement.

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## Dependent Care Reimbursement FSA Account

A Dependent Care reimbursement account gives you the opportunity to pay for the first \$5,000 of employment-related dependent care expenses, tax-free. Your eligible dependents are children under the age of 13, and adults incapable of self-care that you claim as dependents. DFSA, the minimum is \$200 and the maximum is \$5,000 (if married and filing jointly.)

### What are eligible dependent care expenses?

- Expenses for services provided in your home as long as someone you claim as a dependent, or other children under age 19 are not providing these services.
- Expenses for daycare services outside your home at a facility compliant with state and local laws

### Questions

Should you have any immediate questions, please contact Wageworks Customer Service at 877-924-3967 you can also visit our website at [www.wageworks.com](http://www.wageworks.com)

