

# Medical & Dependent Care Flexible Spending Account

## Flexible Spending Accounts

A Flexible Spending Account (FSA) is a separate benefit plan that allows you to direct a part of your pay, TAX-FREE, into a special account.

You can use this account throughout the year to reimburse yourself for eligible out-of-pocket healthcare and dependent care expenses.

## How the FSA tax advantage works

Each pay period, a portion of your annual election amount is automatically deducted from your pay before Federal and Social Security (FICA) taxes are calculated.

This means your FSA deposits are not taxable income, and therefore are not included as taxable income on your W-2. Since your annual income is reduced, so are your annual taxes.

## You get the exclusive FSA debit card

The FlexSystem Claim Card can be used at any Visa accepting merchant with a medical merchant code. The card can be used at facilities such as; doctor's offices, hospitals, pharmacies and medical laboratories.

If the provider does not accept Visa just use another form of payment and submit a Request for Reimbursement (RFR) on [www.takecarewageworks.com](http://www.takecarewageworks.com) or manually submit an RFR with receipt to 877-782-8889 via fax or mail.

## The minimum annual amount for an FSA is \$240

Now there are some rules (of course) that go along with your FlexSystem Claim Card.

- The IRS requires that you keep all receipts for FlexSystem Claim Card transactions.
- Remember that if a purchase you make with your claim card cannot be automatically substantiated you may still need to provide documentation to back it up.

## New for 2015

WageWorks Healthcare FSA allows you a carry over up to \$500 of remaining account balance into the 2016 plan year.

**How do you make sure to elect only what you can spend?** Make a conservative election by estimating your out-of-pocket medical expenses and co-payments for the coming year.

## Medical Care Reimbursement FSA Account

The Medical Care reimbursement account gives you the opportunity to reimburse yourself tax-free for up to \$2,500 or 20% of your income (whichever is less) each year for eligible healthcare expenses not covered, or not fully paid, by health care plans.

## What is an eligible healthcare expense?

Eligible healthcare expenses include; deductibles, co-payments, dental services, eyeglasses, contact lenses and solutions, over the counter medications and much more.

## An interesting fact about your Medical FSA

Tax Filing Status	Maximum Contribution
Single or Married Filing Jointly	\$5,000
Married Filing Separately	\$2,500

The full amount of your annual Medical FSA election (at open enrollment) is available to you on the 1st day of the plan year. That's because the funds available for medical reimbursement is based on your annual election amount, not on your contributions to date.

## 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 age 13, and adults incapable of self-care that you claim as dependents.

*A FlexSystem Claim Card will not automatically be issued to you if you elect the Dependent Care FSA alone, if you would like to utilize one you may call customer care and request that one be issued.*

### What are eligible dependent care expenses?

- Expenses for services provided in your home as long as someone you also claim as a dependent, or your 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.



### FSA 2015

Due to Health Care Reform, effective 1/1/2011, 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 Health FSA. Health-related supplies purchased over-the-counter continue to be eligible without additional documentation.

### Run Out Period Claims

Keep in mind that Pasco County Schools utilizes the FSA Grace Period allowing participants until March 31, 2016 to spend the funds in their 2015 FSA. If you have a remaining balance in your 2015 FSA please utilize your 2015 claim card or submit claims as you currently do until March 31st or until this balance is exhausted. Once the 2015 funds are spent you may begin using your new claim card and/or submitting to FlexSystem.

### How Do You File a Claim

Your Flexible Spending Account (FSA) is part of FlexSystem offered by Wage Works. With FlexSystem you will have several conveniences:

- Fast and efficient claim reimbursements
- Multiple claim submission options including via claim card (also referred to as debit card), online, by 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 a day/7 days a week to check account activity, account balance and more
- Opportunity to sign up for text/email notifications of account activity

### Questions

Should you have any immediate questions, please contact our Customer Service at 877.924.3967.