

Flex Spending Account (FSA) FAQ

What is a Flexible Spending Account?

A Flexible Spending Account is an easy way to lower your taxable gross income and increase your spendable income.

With a Flexible Spending Account, you set aside part of the money you earn each year before taxes are calculated thereby lowering your gross income and increasing your disposable income on each paycheck. Then, that money is paid back to you as reimbursement for health care and/or dependent care expenses that you incurred and have to pay out of your pocket. This allows you to pay for certain unreimbursed expenses prior to income tax calculations.

How much can I contribute my Flexible Spending Account?

You may flex up to \$2,600 for medical expenses and \$5,000 for dependent care expenses (\$2500 for dependent care expenses if married but filing separately).

What is the Plan Year for my Flexible Spending Account?

July 1 – June 30

Do I need to re-enroll every year?

Yes

When is Open Enrollment?

*Open Enrollment is held in May of each year to begin deduction in July of the next year. Employees are notified by an email from OneDigital/Corporate Health Systems. The email will contain instructions for the on-line enrollment system as well as your personal login and password. Please note that your **elections are irrevocable** unless you experience a Family Status Change.*

Who is eligible?

Full-time and regular part-time employees of the district

Who is OneDigital/Corporate Health Systems?

OneDigital/Corporate Health Systems is our third party benefit plan administrator. They oversee the Flexible Spending program as well as other benefits.

What is a Family Status Change?

Under the federal government a “change in status” allows you to change your elections during the plan year if the change is due to any of the following events: Marriage, Divorce, Birth or adoption of a child, Death of a spouse or child, Commencement or termination of you or your spouse’s benefit eligibility, and Taking an unpaid leave of absence by you or your spouse

What is considered allowable Health FSA expenses?

The Health FSA covers a variety of health care services that may not be included in certain health and dental insurance plans. These expenses can be paid, with pre-tax dollars, through use of your Health FSA. All health, dental and optical expenses that qualify as medical deductions under IRS rules will qualify for tax-free reimbursement under the plan.

What is the deadline for expenses?

Spend your money by June 30th. The Flex money you elect to have deducted from your paycheck for the current year must be incurred by the end of the plan year (Jun 30th). The incurred expenses must be submitted to OneDigital/Corporate Health Systems for reimbursement no later than August 30th (this is the plan run-out period).

What happens to money I do not use by the end of the plan year?

If you do not have claims that equal or exceed the amount of the health FSA annual contribution, your remaining funds up to \$500 will be moved to the next plan year and will be available to you for reimbursement after the plan run-out period has been exhausted.

How do I get reimbursed?

Once you have made an election, pre-tax payroll deductions will be distributed equally in the plan year and applied to the account(s) in which you have chosen to participate. Accounting is maintained separately for Dependent Care and Medical Care accounts.

You incur an expense (example: you have an office visit co-pay).

You submit a claim for the expense by completing a “Request for Reimbursement” claim form with itemized receipts to OneDigital/Corporate Health Systems

Your claim is verified for eligibility by OneDigital/Corporate Health Systems staff according to the IRS regulations.

If your claim is denied for any reason, a copy of your claim form and directions as to what is needed or an explanation of denial (i.e. duplicate claim) is sent to you.

OneDigital/Corporate Health Systems reimburses you twice per month, one week after payday.

Who do I send my reimbursement requests to?

OneDigital/Corporate Health Systems is the company who oversees the Flexible Spending program.

Reimbursement forms should be sent to: OneDigital/Corporate Health Systems, Inc.
PO Box 46040
Plymouth, MN 55447
mn-fax@onedigital.com
Fax: (952) 939-0990

What information needs to be provided on my receipts?

The IRS regulates the requirements for documentation. Requirements are as follows:

- *Nature of the Expense – the specific service that was provided*
- *Date of service – when the service happened (not when the service was paid for)*
- *Person receiving service (can be eligible dependent or spouse)*
- *Amount of service*
- *Name of the provider – clinic name and/or doctor's name and address*