

Flexible Spending Account (FSA) Frequently Asked Questions

What is a Flexible Spending Account (FSA)?

- An FSA is an account that lets you set aside part of your paycheck to pay you back for future health care or dependent care expenses. You decide how much to contribute to the account, and the portion of your paycheck you put into your FSA is taken out before you pay federal income taxes, Social Security taxes and most state taxes.

How can I use the money?

- The Internal Revenue Code specifies how your health care FSA funds can be used. Approved expenses include medical, dental and vision products or services performed by medical professionals to diagnose, treat or prevent diseases for you and your family. You may be able to use your FSA to pay for expenses like co-payments, or medical expenses not covered by your health plan.

What's the difference between a "health care" FSA and a "dependent care" FSA?

- The difference is in how you use it. Money in your health care FSA can be used to pay for health care expenses, such as prescribed medications, vision and dental care. Your dependent care FSA helps you pay for expenses incurred to care for children or other individuals while you work. Examples of eligible expenses include day care, preschool, babysitting, or elder care. The child care provider must be able to provide you their Social Security Number or Tax ID number.

What is the current enrollment period and how much can I contribute?

- The current FSA enrollment period will be July 1, 2023 - June 30, 2024
- Medical FSA: \$3,050 can be contributed from July 1, 2023 - June 30, 2024
- Dependent Care FSA: \$5,000 can be contributed from July 1, 2023 - June 30, 2024

Do I need to send in documentation for my expenses?

- The Internal Revenue Code requires that you use your FSA only for eligible expenses. You may need to provide documents to prove that your medical claim is an eligible expense before you are paid back from your FSA. You can upload these receipts or documentation to your member website when you submit a claim, or when you get a request for documents.

When is my FSA money available?

- Medical FSA contributions are available on July 1, 2023
- Dependent care FSAs only allow you to be reimbursed for amounts that are actually deposited into your account. Therefore, you must wait for reimbursement until the money you had deducted from your pay is credited to your account, provided that you have already incurred the expense. You may, however, submit a claim as soon as you have incurred the expense and have the appropriate documentation. Once approved, it will pay out once your payroll contribution is deposited into your account.

Can I keep the money that I don't use during the current enrollment period?

- Employees have the ability to carryover up to \$610 in to the next plan year for Medical FSA only.
- The \$610 carryover money remains available for use from July 1 – September 30 towards eligible expenses incurred from the previous enrollment period (July 1, 2022 – June 30, 2023). During October, your carry-over money from the previous enrollment period will be made available to use towards eligible expenses incurred July 1, 2023 – June 30, 2024.

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What should I know about my FSA medical debit card?

- Your debit card should only be used to pay for expenses that are eligible and covered by your FSA.
 - You will be mailed one debit card
 - You can request up to three cards for your dependents that are 18 years or older
 - You can get three more cards reissued in case of loss or theft, for either you or your dependents.

Can I use my FSA medical debit card to pay for my dependent care?

- No, the FSA debit card may only be used for medical expenses. Dependent Care Expense reimbursement must be made through a Claim form along with the proper documentation.

When am I able to change my contributions into my FSA?

- You can only change your contribution amount during the annual enrollment period for your health plan or when you experience a qualified status change.

Where can I find more information on Highmark's Flexible Spending Account?

- https://www.highmarkblueshield-fsa.com/contentdocs/FSA_BS/index.html