

Using Your Flexible Spending Account

Corvallis School District 509J

October 1, 2018 – September 30, 2019

A Flexible Spending Account (FSA) is a tax-free, account managed by PacificSource Administrators. By utilizing the Flexible Spending Account you could save 22 percent or more on your election depending on your combined tax bracket. The Expense Allocation Worksheet can help you estimate what your election should be and how much you could save each year.

The Plans: The following FSA plans are available through your employer. You may request reimbursement for expenses incurred for yourself and any taxable dependents for the Health FSA Component(s) and DCAP Component.

Contributing to Your FSA

Component	Maximum Annual Election
<u>Health FSA</u>	\$2,650
<u>Dependent Care Assistance Plan</u>	\$5,000 if married and filing a joint return or a single parent \$2,500 if married but filing separately

Premium Component

- Your employer will deduct your portion of the group-sponsored insurance plans, including premiums for medical, dental, vision, hospitalization, accident insurance, and/or other qualified benefits from your gross salary on a pre-tax basis. This reduces income taxes and results in an increase in take home pay and lower taxable salary.

Health FSA Component – includes the following account(s)

Health Related Expense Account (HRE) - the General Purpose FSA

- If you're eligible for your employer's health plan, you can set up an HRE account. With an HRE account, you can save pre-tax money for healthcare expenses, including medical, dental, and vision expenses that are either not covered or only partially covered by your insurance plan.
- These expenses are for your tax dependents. Examples include: you, your spouse, or child(ren), whether or not they are covered on your employer's group insurance plan.
- When you have a qualified change in status—such as if you add or remove dependents from your insurance plan—you can decrease your election

Limited-purpose Flexible Spending Account (LFSA)

- This plan is available for employees, who they themselves or their family contribute to a health savings account (HSA) and are enrolled in the group sponsored health plan. You can use this plan for eligible expenses including dental, vision, and preventive medical care expenses.
- These expenses can be for you or your spouse or child(ren), regardless if they are covered on your employer's group insurance plan.
- When you have a qualified change in status—such as if you add or remove dependents from your insurance plan—you can decrease your election.

Dependent Care Assistance Plan (DCAP) Component

Dependent Care Expense Account (DCE)

- Our Dependent Care Expense Account (DCE) allows you to save pre-tax dollars to pay for dependent care. This is specifically for expenses for a child up to age 13 or disabled taxable dependent who is unable to care for themselves, including elder care expenses.

Questions?

Our Customer Service Team is happy to help.

Phone

Direct: (541) 485-7488
Toll-free: (800) 422-7038

Email

psacustomerservice@
pacificsource.com

Forms and Materials

https://psa.pacificsource.com/Forms_Flex.aspx

[PacificSource.com/PSA](https://psa.pacificsource.com/PSA)



- When you have a qualified change in status—such as if your spouse’s employment changes—you can increase or decrease how much you put into your account.
- In many cases, this account will be more beneficial to you than the federal tax credit.

How to Get Reimbursed

Reimbursement Time Frame

Reimbursements may be requested during the plan year or after it ends.

Submitting Manual Claims

We offer two ways you can manually submit your claims for reimbursement:

1. Submit your claim online using our MyFlex website: HRBenefitsDirect.com/PSA/SignIn.aspx
2. Mail or fax a Request for Reimbursement Form. You’ll find the form at PSA.PacificSource.com/Forms_Flex.aspx

EasyPay

EasyPay is a great option that will automatically reimburse you for eligible PacificSource Health Plans claims on your behalf. You must be enrolled in your employer’s PacificSource insurance plan to be eligible for and enroll in EasyPay. If you or any dependents have coverage through another health plan other than your group-sponsored insurance plan through PacificSource, you are not eligible for EasyPay.

- To sign up, fill out and return the EasyPay Enrollment Form, available on our website.
- If you’re reimbursed for a claim and it is later determined that the expense isn’t eligible for reimbursement, you will be liable for repaying the money to your FSA.

Prepaid Benefits Debit Card

A Prepaid Benefits Debit Card gives you an easy, automatic way to pay for qualified healthcare expenses. Simply swipe your Benefit Debit card as you would a credit/debit card (and select “credit” rather than “debit”). When you use the card to make a purchase or payment, it deducts funds directly from your FSA. When you opt to receive the card, you will receive two Benefit Debit cards.

Replacements or additional cards can be purchased for \$10 per set of two cards.

Note: You may elect either EasyPay or the Benefits Debit card, but not both.

Funds Remaining After the Plan Ends

Grace Period: There is a 2 ½ month extension to incur expenses, ending December 15, 2019. Any unused balance is forfeited at the end of the plan year. Your claim submission period ends 90 days after the plan year ends. This is known as a run-out period.

MyFlex: Online Account Access for Participants

Manage your FSA from the convenience of your home or office by utilizing our website:

www.psa.pacificsource.com/PSA

- File a claim online.
- Access information on the most recent reimbursement payments.
- View payment details.
- Check your account balances, annual election, and year-to-date deposits.
- Change your address and other personal information.
- View FAQs and fliers.
- Download claim forms, direct deposit forms, and more.

What Happens if I Terminate Employment in the Middle of the Plan Year?

If you terminate employment or lose eligibility, your participation in the plan will end with your final payroll contribution. You may be eligible to continue the Health FSA under COBRA or by making an additional pre-tax contribution out of your last paycheck.