

**Deptford Board of Education – Flex Facts**  
**Medical Flexible Spending & Dependent Care Account**

**Frequently Asked Questions**

A Flexible Spending Account (FSA) allows you to have money deducted from your pay on a pre-tax basis and put into an account that you can use to pay for eligible expenses. There are two types of accounts, Medical and Dependent Care.

**How Does It Work?**

If you participate, you will elect to have a specified amount of pre-tax money deducted from your paycheck each pay period. Once enrolled, you will submit a receipt for all qualified expenses and be reimbursed from this account.

**Who Is Eligible to Participate?**

Employees of Deptford Township Board of Education who work a minimum of 30 hours/week are eligible to participate in the plans. Dependents are not eligible to enroll in the plan individually, but employees can request additional cards for their eligible dependents.

**How Do I Enroll?**

To enroll in either the Medical or Dependent Care Flexible Spending Accounts, you must make an election during the Open Enrollment period. Elections made during the Open Enrollment period become effective on September 1<sup>st</sup>. New employees may join during the plan year if the eligibility requirements are met.

**Qualifying Life Events**

Certain Life Events will allow members to enroll or make changes to their FSA account during the year. Should a life event occur, participants will need to complete an election form and submit it to the Business Office within 60 days.

**I enrolled last year. Do I need to enroll again?**

Yes. In order to participate in the Medical or Dependent Care FSA you must complete a new election form every year. If you do not wish to participate, you do not need to complete an election form.

**Will I get a new debit card?**

Debit cards are valid for three years, so if you still own a card from last year you will continue to utilize that card for the new plan year.

### **What is Our Plan Year and When Would I Need to Use the Money in my Account By?**

The plan year is September 1<sup>st</sup> through August 31<sup>st</sup>. A Grace Period of 2.5 months will follow the end of the plan year, allowing members to incur additional claims up to November 15<sup>th</sup>. Members will also have until November 30<sup>th</sup> to submit claims incurred up to or before November 15<sup>th</sup>.

Following the Grace Period, any remaining account balances will be forfeited.

### **When Do The Contributions Begin?**

Contributions will begin your first pay period in September. Contributions will be divided among the number of pays you receive throughout the year.

### **Important! The Use It Or Lose It Rule**

If you contribute dollars to a reimbursement account and do not use all the monies you deposit, you will lose any remaining balance in the account at the end of the eligible claims period. This rule exists because the IRS has established strict guidelines for plans with tax advantages. Estimate carefully the amount you want to contribute to your FSA, and only contribute dollars you're confident will be used before the end of the eligible claims period. If you need assistance, representatives are available to help you in determining what amount you should contribute.

A Grace Period of 2.5 months will follow the end of the plan year, allowing members to incur additional claims up to November 15<sup>th</sup>. Members will also have until November 30<sup>th</sup> to submit claims incurred up to or before November 15<sup>th</sup>.

Following the Grace Period, any remaining account balances will be forfeited.

### **What Expenses Can I Submit for Reimbursement Through the Medical FSA ?**

Common expenses that are eligible include; co-pays, deductibles, prescriptions, vision and dental expenses.

In order to be eligible the expenses must:

1. Be for medical care.
2. Be incurred by you, your spouse or your eligible dependents.
3. Be incurred during the period of coverage.
4. **Not to be reimbursed by any other source.** (Per IRS regulations, qualified medical expenses are not paid for or reimbursed for under any other health plan coverage. Therefore, you cannot use your FSA for copays that you are submitting for reimbursement through Aetna.)

For a complete list of eligible expenses, please visit [www.flexfacts.com](http://www.flexfacts.com).

### **What About Over the Counter Medications?**

Over the Counter medications, along with menstrual products, are now eligible for FSA/DCA reimbursement.

Should this policy change, you will receive a notification from your Business Office.

### **What Expenses Fall Under the Dependent Care FSA?**

Common expenses that are eligible include; daycare facilities, after school programs, summer day camp, and in home babysitters.

In order to be eligible the expenses must:

1. Be for employment related expenses.
2. Be incurred to allow you and your spouse (if applicable) to be gainfully employed.
3. Be for your child who is under the age of 13 or for your spouse or tax dependent who lives in your home and is incapable of self-care.

Flex Facts, an administrator of pre-tax employee benefits plans specializing in Medical & Dependent Care Flexible Spending Accounts, will be responsible for processing all claims for the Deptford Board of Education employees and their dependents.

Please note that you should retain all of your receipts. The IRS requires that the administrator request copies of receipt claims. If you are required to send in receipts an e-mail or letter will be sent to you the business day after you use your card. If you are not able to use your card at the point of service, you can file a claim online, by fax or by mail.

To file electronically log into your Flex Facts FSA account, click on the Request Reimbursement link under My Accounts on the top left hand side of the screen then follow the on-line instructions.

To file via fax or mail complete a Claim Form and send it along with a copy of the EOB to:  
**1200 River Avenue, Suite 10E, Lakewood, NJ 08701**

You can download the claim form at [www.flexfacts.com](http://www.flexfacts.com) or on your group's BenePortal site. Manual claims are reimbursed via direct deposit or manual check.

**For additional information regarding Medical & Dependent Care FSA accounts, please refer to the Flexible Spending Account section of your group's BenePortal site: [www.deptfordschoolsbenefits.com/flexible-spending-account](http://www.deptfordschoolsbenefits.com/flexible-spending-account).**

