

FLEXIBLE SPENDING – HEALTHCARE

A healthcare flexible spending account (FSA) is a pre-tax payroll deduction that can be used to reimburse any medical, dental or vision expenses not covered by your healthcare insurance. The date of service for medical, dental or vision expenses must be in the same calendar year as the payroll deduction. For any given calendar year, you will have until March 31st of the following calendar year to make your flexible spending claim. For eligible expenses, see <http://www.irs.gov/pub/irs-pdf/p502.pdf>

If you are enrolled in the Husky Care HSA the FSA can only be used for dental and vision expenses.

Eligible employees may elect to participate during Benefits Orientation when hired or during the open enrollment process in November. The annual dollar amount you choose will be spread out over 24 pay periods (18 pays if you are paid over nine months) in the applicable calendar year. The maximum pretax election is \$5000.

Use it or lose it. Unused health FSA benefits at the end of a plan year must be forfeited if not claimed before the March 31st deadline.

The minimum claim should be no less than \$100 unless it is your last claim of the year.

To file a claim you must complete a [Flexible Spending Claim Form](#) and attach the Explanation of Benefits (EOB) from your health insurance company as proof of the date of service, the amount paid by your insurance company, and the amount you are responsible for paying and name of patient. Please submit the EOB for all medical, dental and vision claims. Do not submit the bill from the hospital.

To claim prescription drugs you must submit the pharmacy receipt which reflects the name of patient, date of service and amount of copay. Please do not submit the cash register receipt, as this does not provide the patient name.

For over the counter claims, such as contact lens solution, submit the store receipt.

Some dental and vision claims may not have an accompanying EOB and therefore you will submit an itemized receipt from your provider for expenses you've incurred. Please do not attach a credit card receipt, cash receipt or cancelled check as proof of payment.

At any time you may claim your full health election regardless of the amount contributed. For example: If you elect to defer \$1,000 into a health FSA, you are entitled to \$1,000 in reimbursements at any time during the year (reduced by prior reimbursements during the year) even if all pretax contributions have not been made.

Midyear election changes are allowed only with an eligible status change. For example: a marriage or divorce of the employee; death of employee's spouse or dependent; birth or adoption of employee's child, or employment status change.

For a complete review of the Michigan Tech plan, please contact the Benefits Office.