

Flexible Spending Accounts Quick Facts

PayFlex handles all medical, dependent care and limited purpose FSA accounts.

Benefits Administration handles parking and transportation claims.

State employees who wish to enroll in a medical or dependent care FSA must re-enroll if they want to continue to participate. Parking and transportation FSAs do not require re-enrollment.

If you enroll in a medical or limited purpose FSA, you will receive a debit card from PayFlex in December. You can use it to pay for medical and limited purpose FSA purchases at pharmacies, physician offices and other medical facilities such as dental and vision providers.

The debit card is a smart card in that it will only allow payment from your FSA funds for those items that are FSA reimbursable.

If you enroll in the CDHP with a health savings account (HSA), you are eligible to contribute funds to a limited purpose FSA. Both accounts will be loaded onto your single PayFlex debit card in separate "purses." The "smart" PayFlex card will pull appropriate dental or vision charges from your limited purpose FSA before dipping into your HSA funds, allowing those funds to continue growing.

The PayFlex debit card will not work at childcare facilities. On dependent care claims, you will need to file a paper claim with PayFlex for reimbursement. You can set up on PayFlex's state-specific website your bank account information so that you can issue a payment directly from PayFlex to your dependent care provider. You can also make a payment via your own personal check, keep your provider's receipt for tax purposes and then deduct the funds from your dependent care FSA to go back into your bank account. Please keep copies of all receipts for IRS tax purposes or in case of audit.

After you receive your debit card, you can go to PayFlex's state-specific website and read more about the flexible benefits. You can also print brochures about both the FSA or HSA benefits PayFlex manages.

During the annual enrollment period, if you have a balance in your FSA on December 31 and you choose to enroll in a CDHP for the following year, you cannot open a health savings account (HSA) until April 1 of the following year. Any claims against your HSA must be for April 1 or later, as well.

You may carry over up to \$500 from your FSA or limited purpose FSA from 2017 into 2018. Any funds greater than \$500 remaining in your account will be forfeited. You have until April 30 of the following year to file FSA or L-FSA claims for the previous year. Any carried over funds will be added to your election for 2018 and these funds will be tapped before your 2018 funds are used.

If you currently have a health savings account (HSA) with a debit card and plan to enroll in a limited purpose FSA, you will use the same debit card in 2018 for both your HSA and limited purpose FSA eligible purchases. The debit card will use the limited-purpose FSA funds for dental and vision expenses first before using any of your HSA funds.