

## Health and Dependent Care FSAs – Frequently Asked Questions

### What expenses are covered under a health FSA?

Only eligible expenses can be reimbursed under a flexible spending account (FSA). These expenses are defined by IRS rules and your employer's plan. You can learn about your employer's plan by reading the Summary Plan Description (SPD).

Eligible health FSA expenses are those that you pay for out of your pocket for medical care that's provided to you, your spouse, and eligible dependents. Generally, IRS rules state that medical care includes items and services that are meant to diagnose, cure, mitigate, treat, or prevent illness or disease. Transportation that is primarily for medical care is also included. You can find a list of eligible expenses online at [www.conexis.com/myfsa](http://www.conexis.com/myfsa). The list of eligible expenses is based on IRS rules. Here are some other IRS rules you should know about:

- **No double dipping** – Expenses reimbursed under your health FSA cannot be reimbursed under any other plan or program. Only your out-of-pocket health care expenses are eligible for reimbursement. Plus, expenses reimbursed under a health FSA may not be deducted when you file your tax return.
- **Timing is everything** – FSAs have a start date and an end date, and the time in between is called the plan year. Expenses must be incurred during the FSA plan year. As noted in IRS guidelines, "expenses are incurred when the employee (or the employee's spouse or dependents) is provided with the medical care that gives rise to the medical expenses, and not when the employee is formally billed, charged for, or pays for the medical care." This means the date of service must be within the current plan year and not when you pay for the service.

### Are over-the-counter medicines eligible for reimbursement?

Yes, but they require a prescription. IRS rules state that over-the-counter (OTC) medicines and drugs are not eligible for reimbursement under your health FSA unless prescribed by a doctor (or another person who can issue a prescription) in the state where you purchase the OTC medicines. These rules do not apply to insulin (including OTC insulin). Any claim you submit for reimbursement that has an OTC medicine expense must include a Request for Reimbursement Form and one of the following types of supporting documentation:

- A written OTC prescription along with an itemized cash register receipt that includes the merchant name, name of the OTC medicine or drug, purchase date, and amount
- A printed pharmacy statement or receipt from a pharmacy that includes the patient's name, the Rx number, the date the prescription was filled, and the amount

### How do I use my FSA for orthodontic services?

These services aren't provided the same way as other types of health care. Most of the time, orthodontic services are provided over a long period of time and may extend beyond the plan year, and services tend to be hard to match up with actual costs. As a result, the reimbursement process is different. Find more details about reimbursement for orthodontia expenses at [www.conexis.com/myfsa](http://www.conexis.com/myfsa).

### What is a dependent care flexible spending account?

A dependent care FSA is part of your benefits package, and it lets you use pre-tax dollars to pay for eligible, employment-related dependent care expenses for your dependent children or relatives.

### Who is a qualifying individual for a dependent care FSA?

A qualifying individual is:

- Your dependent child under the age of 13 who lives with you for more than half the year
- Your spouse or other qualifying dependent who is physically or mentally incapable of self-care and lives with you for more than half the year

**What if I am divorced and want to have a dependent care FSA?**

Having a dependent care FSA depends on if you are the custodial parent or not.

**If you are the custodial parent** – Your child is a qualifying individual even if you don't claim your child as a tax dependent. You can be reimbursed under a dependent care FSA.

**If you are not the custodial parent** – You cannot be reimbursed under a dependent care FSA, even if you claim your child as a tax dependent.

**What is an "employment-related" expense?**

To be an eligible dependent care FSA expense, the care provided to your dependent must allow you (and your spouse if you're married) to work or look for work. "Work" may include actively looking for a job, but it doesn't include unpaid volunteer work or volunteer work for a nominal salary. Your spouse is considered to have worked if he or she is a full-time student for at least five calendar months during the tax year or if he or she is physically or mentally not able to take care of him or herself.

Fees you pay for dependent care when you aren't working because you're sick generally are not eligible for reimbursement. There is an exception to this rule. Temporary absences from work may be disregarded if you have to pay for dependent care expenses during your illness. Whether an absence is short-term depends on the situation, but as a rule, the IRS says that an absence of up to two weeks in a row due to illness or vacation is a short-term or temporary absence.

**What expenses are not covered under a dependent care FSA?**

Ineligible expenses include the following:

- Money paid to your spouse, your child under age 19, a parent of your child who is not your spouse, or a person that you or your spouse is entitled to a personal tax exemption as a dependent
- Expenses related to care for a disabled spouse or tax dependent living outside your home
- Educational expenses (such as summer school and tutoring programs)
- Tuition for kindergarten and above
- Food expenses (unless inseparable from care)
- Incidental expenses (such as extra charges for supplies, special events, or activities unless inseparable from care)
- Overnight camp

Find a complete list of eligible and ineligible expenses at [www.conexis.com/myfsa](http://www.conexis.com/myfsa).

**For my dependent care expenses, what do I need to submit along with a reimbursement request form?**

If the employee and provider certifications on the reimbursement request form are filled out and signed, you don't need to do anything else. If the provider certification is not completed and signed, you must submit an itemized statement from your dependent care provider. This statement must have the date(s) of service, the name(s) and date(s) of birth of your dependent(s), an itemization of charges, and the provider's name, address, and Tax ID or Social Security number.

**Where can I get a reimbursement request form?**

This form is available online at [mybenefits.conexis.com](http://mybenefits.conexis.com). Just log in to your account to find it.

**How often are reimbursements made?**

Your employer chooses the reimbursement schedule. For details about your FSA, see your employer's SPD.

**How much money is available during the plan year?**

The availability of your election amount differs for a health FSA and a dependent care FSA. With a health FSA, your entire election amount is available on the first day of the plan year. However, your dependent care FSA funds are only available as the money is deducted from your paycheck. You can check your available funds by logging in to your online account.