

FSA WORKGROUP CONTACT INFO:

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What is a Flexible Spending Account?

An FSA is a plan allowing you to use before-tax dollars to pay for eligible out-of-pocket medical, dental, vision and child care expenses. The maximum amounts that can be used on your medical and limited purpose FSA plans are **\$3,300.00** and **\$5,000.00** for the child care. The money you set aside for your annual elections cannot be seen as gross taxable wages by the IRS and will be divided up equally over your payroll periods as a deduction to be set aside.

Access to your funds is quick with the prepaid benefits card allowing you to pay for your eligible expenses at point of sale to your providers. Filing claims and submitting documentation on your account is easy with access to your mobile application and online portal 24/7/365.

What is my plan year?

Your FSA Plan runs on a plan year of **1/01/2025** to **12/31/2025**. Included on your medical and limited purpose FSA plan is a **\$660.00** rollover provision and a **90** day filing period. Included on your child care FSA plan is a **90** day filing period and **75** day grace extension.

Mobile Application:

An easy way to file claims, determine if items are eligible and manage your account at your fingertips. When you are required to submit supporting documentation for a card transaction, just login to your mobile app and upload the document(s) that are being requested. They will be sent directly to our team to process.

To install the mobile application on your phone go to your market place and search for "Benefits by Admin America". The username and password you will use is the same username and password you use to login to your online portal the first time. You will then be asked to create a 4 digit pin number to use going forward.

You will be asked to submit supporting documentation for transactions purchased with your prepaid benefits card that do match the co-pays or prescription costs from your plans benefit summaries.



Important items to remember:

- Requested documents for debit cards charges must include date of service, amount that was paid and a description of the service rendered.
- You will have 60 days from point of sale purchase to submit the supporting documents for debit card charges before the vendor will put a hold on your card.
**** (You will receive reminders for the documentation via your mobile app and email on day 7, 14 and 45) ****
- Claims incurred out of pocket require submission of a completed claim form & supporting documentation 2 business days prior to your scheduled processing date.