State of Oregon

Flexible Spending
and

Commuter Accounts

www.asiflex.com/ORPEBB

Presented by:
Linda Freeze
Benefits Manager for
PEBB/OEBB

Public Employees' Benefit Board
Webinar Tips

- Close all other programs on your computer
- You can resize, move and minimize the windows within your webinar screen
- Use “widget” icons at the bottom to open/close windows

Presentation Slides – adjust size for easier viewing

Media Player – displays webcam

Type questions into the “Q&A” widget
What are FSAs?

- Flexible Spending Accounts
  - Year-to-year account
  - Set aside pretax dollars
  - Pay for current year expected expenses
  - May enroll in any health insurance plan
- Two Accounts:
  - Health Care FSA
    - Deductibles, Co-Pays, Office Visits, Medical, Dental, Vision
  - Dependent Care FSA
    - Daycare, after-school care, pre-school, nursery school
How does it work?

1. Estimate expenses
2. Make pretax contributions
3. Incur eligible expenses
4. Submit claim
5. Get reimbursed!
IRS Regulated FSA Rules

- **Enroll every year** with a new election
- **Spend** all funds during the year
- Expenses must be **incurred** during your period of coverage, or plan year
- Do **not have to be covered** under the State’s health insurance
- Use to pay expense for **spouse and dependent children**
- Election **remains in effect** for the plan year unless you experience a qualified status change (QSC)
- Can **access all health care funds anytime** during the year
- Unused funds are **forfeited**
- **Grace Period 2 ½ months** through March 15
How to avoid forfeitures

- It’s easy!
  - Plan for **predictable and recurring** expenses
  - Expenses you **know** you will have during the year
  - **Review** prior year expenses as a guide
  - Be **conservative**
  - Use online **tools at** [www.asiflex.com/ORPEBB](http://www.asiflex.com/ORPEBB)
    - Expense estimator
    - Eligible expense listing
    - FSAS Store.com resource for OTC products
    - Remember, you have an additional 2 ½ months to spend!
General-Purpose Health Care FSA - $2,700 Per Subscriber

Health Care FSA

- OTC-Band-Aids, Sunscreen, Braces, First aid supplies, Pill holders, Blood pressure monitors, thermometers, diabetic supplies
- Vision exams, eyeglasses, prescription sunglasses, contact lenses/solutions, reading glasses, lasik surgery
- Dental exams, x-rays, fillings, orthodontia, crowns, bridges, dentures & adhesives, occlusal guards, implants
- Hearing exams, hearing aids and batteries
- Rx & Office visit Co-pays, Deductibles, X-rays, Lab, Hospital, Mileage to/from health care providers

pebb
Public Employees' Benefit Board

ASI FLEX
Ineligible Health Care Expenses

- Services not provided yet; pretreatment estimates
- Cosmetic treatments or medications
- General health and well-being
- Illegal operations
- Expenses paid by insurance
- Diapers, maternity clothes
- Insurance Premiums
- Dancing, swimming lessons
- Holistic, natural remedies, vitamins
- Warranties
Dependent Care - $5,000*

Before school or after school care

Day camps

Preschool or nursery school for young children

For children under age 13

Babysitting while you work

For child age 13+ or adult if not capable of self-care

* $2,500 if married and filing separate income tax returns. See IRS Publication 503 for more details.
Compare FSA to Tax Credit

- Dependent Care FSA
  - $5,000 for *one or more* dependents
- Tax Credit
  - Limited to $3,000 for one dependent; or $6,000 for two or more dependents
- Consult tax advisor to determine best option
- Both you and dependent care provider must report on personal tax return
Ineligible Dependent Care Expenses

- Services not provided yet
- Educational or tuition expenses
  - Kindergarten or higher education
- Overnight camp expenses
- Services provided while you are on vacation, holidays, leave-of-absence
- Divorce situations – only expenses incurred by custodial parent are eligible
- Expenses in excess of $5,000 per family per calendar year
Important Dates

- Claims must be incurred:
  - January 1 through March 15 of the following year (14 ½ months) (or your months of coverage)
  - Incurred means that you have actually had the service provided, or that you have secured the product, that gave rise to the expense; regardless when or if paid

- Deadline to Submit Claims:
  - March 31
  - Don’t wait until the last minute as you may miss the date!
What are Commuter Benefit Accounts?

- Set aside pretax dollars
- Pay for current month commuting expenses

Parking Accounts
- Parking at your place of employment, or at a place from which you commute to work
  1. Pretax employer-sponsored parking; or,
  2. Parking Reimbursement Account
     *You can’t have BOTH; just one!*

Mass Transit/Van Pool Account
- Bus, rail, ferry, van pool
How does it work?

- Choose one parking account
  - If you park at a State-owned lot, the State will deduct the cost from your paycheck pretax
  - If you park at another location that is not State-owned, you choose how much to set aside into a parking reimbursement account pretax

- Transit or Van Pool
  - If you incur expenses to commute to work, you can elect how much you wish to set aside into a transit reimbursement account pretax
IRS Regulated Rules

- Your election is a month-to-month choice
- As you incur parking or transit expenses, you submit a claim to be reimbursed
- Expenses must be incurred during your period of coverage
- You can enroll, change or cancel your election at any time
- You can be reimbursed up to the IRS monthly limit
- Unused funds are forfeited after 6 months
Parking Reimbursement Account – $265 per month*

Parking meter expenses at or near your place of employment

Parking garage expenses at or near your place of employment

For Non-State Owned Parking Lots

Parking at a place from which you commute via mass transit

*Limits are set annually by IRS regulations.
Transit or Van Pool Reimbursement Account - $265 per month*

*Limits are set annually by IRS regulations.
Ineligible Commuter Reimbursement Account Expenses

- Parking or transit expenses that are not specifically necessary for your commute to work
- Parking at a State-owned lot that is already paid pretax from your paycheck
- Bicycle or repairs
- Gas or fuel, vehicle repairs, etc.
IRS Required
Claim Substantiation

• IRS requires you to:
  • Certify that the expenses are eligible and that you have not been reimbursed and will not seek reimbursement under any other source
  • Provide third-party documentation to substantiate the details about the expenses you have incurred
  • Exception: If documentation is not available, explain why it is not available (example: metered street parking)

• Claim Form
  • Required for manual submissions sent by mail or faxed
  • Not required for online claim filing nor debit card
Important

- Deadline to Submit Claims:
  - March 31 for expenses incurred during previous calendar year
  - Don’t wait until the last minute as you may miss the deadline
- Accounts with no activity in previous 180 calendar days
  - Terminated and balance forfeited
Important

- University Members Only
  - Please make sure you mark correctly the number of contributions per year and which months there will be no contribution when enrolling online.
  - Failure to get this correct can affect your balances.

![Summary for employee of 88030 Oregon State University](image-url)

- Available Action Options:
  - Enroll
  - Plan Type/Plan Name Options:
    - Dependent Care Flexible Spending Account
    - Health Care Flexible Spending Account
    - Transportation
    - Parking

This Photo by Unknown Author is licensed under CC BY-SA-NC
ASIFlex Corrections

What happens prior to January 1, 2020?

- PEBB/Agencies will adjust any 2020 FSA/Commuter Benefit account effective January 1, 2020 only if requested by December 31, 2019

- No enrollment in an FSA/Commuter Benefits if the member didn’t do OE during October

The goal is to make sure members understand their selections, amounts and possible penalties if they fail to correct issues prior to January 1, 2020
ASIFlex Corrections

**PEBB Mailings to verify ASIFlex Enrollments**

- ASIFlex members will receive one USPS mailing and one email per month (November & December) per FSA/Commuter Benefit enrollment
  - Health Care = Blue
  - Dependent Care = Pink
  - Parking = Orange
  - Transportation = Green
ASIFlex Corrections

What will these mailings do?

- Clarify what plan the member selected during OE
- Explain what the plan actually covers or can do & maybe what it can’t do
- How much per month member is contributing
- How many months per year member is contributing
- How/when member can correct selection if not correct
- What happens if member doesn’t make corrections timely
ASIFlex Corrections

What happens as of January 1st?

- All ASIFlex issues come to PEBB as an appeal
- PEBB will **NOT ALLOW** any cancellation or switching of a HCFSA or DCFSA after 12/31 unless a QSC
- **NO** retro enrollment/corrections to an FSA account (this means the member could lose money)
- **NO** enrollments if the member did or didn’t do OE during October unless a QSC
- PEBB will **NOT** allow prospective increases/decreases in all FSAs unless a QSC
- PEBB will fix the number of months prospectively
Customer Service

Website
www.asiflex.com/ORPEBB

E-Mail
asi@asiflex.com

Phone
1.800.659.3035

Address
PO Box 6044
Columbia, MO 65205

5 a.m. to 5 p.m. PT Monday – Friday
7 a.m. to 11 a.m. PT Saturday
Customer Service

- PEBB Office Hours
  - 7 AM to 6 PM
- Call PEBB: (503) 373-1102
- Fax PEBB: (503) 373-1654
- Email PEBB: inquiries.pebb@dhsoha.state.or.us
- Enroll: www.pebbenroll.com
- PEBB Forms: https://www.oregon.gov/OHA/PEBB/Pages/forms.aspx
- Plan Info: www.pebbinfo.com