State of Oregon
Flexible Spending and Commuter Accounts
CORRECTIONS!!!!

Presented by:
Linda Freeze
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
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
Dear PEBB Member:

IMPORTANT INFORMATION ABOUT YOUR HEALTH CARE FLEXIBLE SPENDING ACCOUNT* (HCFSA)

You may need to act to correct your PEBB benefit plan by December 20, 2019!

If you were enrolled in a Health Care Flexible Spending Account (HCFS) effective January 1, 2020. You may need to act to correct your PEBB benefit plan by December 20, 2019.

You may deduct money from your paycheck pre-tax. You can then use this money to pay for partially covered medical, dental or vision expenses during the months your account was open in 2019.

Amount you meant to enroll in?

Contact us to request a correction. You can do this by faxing a PEBB Enrollment Form to PEBB at 503-373-1063. You can find the form at: www.oregon.gov/oha/PEBB/FORMS/Flexible-Spending-Open-Enrollment.pdf

To take action if you are enrolled correctly.

We hope you were able to enroll properly. If you think that you were not enrolled properly, you should notify us as soon as possible.

We will mail you a letter if we find any errors. You will then need to reply if you agree or disagree with the correction.

We may have already corrected the amount if we found any errors. You will not need to do anything if you agree with the correction.

You can use the amount you were enrolled to pay for medical, dental or vision expenses during the months your account was open in 2019.

*FSA is an informational webinar on Tuesday, November 19th at 10 am to answer questions about FSA enrollment. Register at www.PEBBWebinars.com.
Dear PEBB Member:

IMPORTANT INFORMATION ABOUT YOUR HEALTH CARE FLEXIBLE SPENDING ACCOUNT® (HCFSA)
You may need to act to correct your PEBB benefit plan by December 20, 2019!

You are currently enrolled in a Health Care Flexible Spending Account (HCFSA) effective January 1, 2020.
You have chosen to contribute $100.00 per month with 12 monthly withdrawals from your paycheck. Is this correct?

With a HCFSA you may deduct money from your paycheck pre-tax. You can then use this money to pay for uncovered or partially covered medical, dental or vision expenses during the months your account was active in the plan year.

Is this the account you meant to enroll in?

PEBB is hosting an informational webinar on Tuesday, November 19th at 10 am to answer questions regarding your ASIFlex enrollments. Register at www.PEBBWebinars.com.

There are specific rules that apply to HCFSAs. For a complete list, please visit:
You will need to act right away if you find that:
● You are enrolled in the wrong account.
● Your contribution amount is wrong.
Note: If you are an OUS or ODE employee with less than 12 paychecks in the plan year, check the monthly withdrawal to confirm the months are correct.
General-Purpose Health Care FSA - $2,700 Per Subscriber

- Rx & Office visit Co-pays, Deductibles, X-rays, Lab, Hospital, Mileage to/from health care providers
- 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

Health Care FSA
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
Dear PEBB Member:

IMPORTANT INFORMATION ABOUT YOUR DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT* (DCFSA)
You may need to act to correct your PEBB benefit plan by December 20, 2019!

You are currently enrolled in a Dependent Care Flexible Spending Account (DCFSA) effective January 1, 2020.
You have chosen to contribute $400.00 per month with 12 monthly withdrawals from your paycheck. Is this correct?

With a DCFSA you may deduct money from your paycheck pre-tax. You can then use this money to pay for the care of a qualified person. Expenses must be work-related and incurred during the months your account was active in the plan year. This usually means day care expenses for an eligible child under age 13.

A DCFSA cannot be used for medical, dental or vision expenses.

Is this the account you meant to enroll in?

PEBB is hosting an informational webinar on Tuesday, November 19th at 10 am to answer questions regarding your ASIFlex enrollments. Register at www.PEBBWebinars.com.

There are specific rules that apply to DCFSAs. For a complete list, please visit:
Dependent Care - $5,000*

- Babysitting while you work
- Before school or after school care
- Preschool or nursery school for young children
- Day camps
- For children under age 13
- 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.
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
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
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**
    - Expense estimator
    - Eligible expense listing
    - FSASStore.com resource for OTC products
    - Remember, you have an additional 2 ½ months to spend!

Public Employees’ Benefit Board
Need To Correct Your FSA?

- Go to: www.pebbinfo.com
- Under Resources-Select Forms
- Then Select-2020 FSA Open Enrollment and Corrections
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
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
- 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.
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
Dear PEBB Member:

IMPORTANT INFORMATION ABOUT YOUR PARKING COMMUTER ACCOUNT
You may need to act to correct your PEBB benefit plan by December 20, 2019!

You are currently enrolled in a Parking Commuter Account effective January 1, 2020.

You have chosen to contribute $75.00 per month from your paycheck. Is this correct?

With a Parking Commuter Account, you may deduct money from your paycheck pre-tax. You can then use this money to pay for parking at or near your work location for the months your account was active in the plan year.

If you already have parking costs withheld from your paycheck, you should not be enrolled in a PEBB Parking Commuter Account.

Are you eligible for this account?

PEBB is hosting an informational webinar on Tuesday, November 19th at 10 am to answer questions regarding your ASIFlex enrollments. Register at www.PEBBWebinars.com.

There are specific rules that apply to Parking Commuter Accounts. For a complete list, please visit: http://www.asiflex.com/Commuter.aspx.

You will need to act right away if you find that:
Explain Parking Please?

- If you already have pre-tax money withheld from your pay to DIRECTLY pay for specific parking then you shouldn’t double dip and also have an ASI Commuter Account.

Example:
- I park in the Green Lot in Salem. I have $60 withheld pretax from my pay each month and this covers the cost of my parking. I cannot also contribute to an ASI Commuter Account.
Dear PEBB Member:

IMPORTANT INFORMATION ABOUT YOUR TRANSPORTATION COMMUTER ACCOUNT
You may need to act to correct your PEBB benefit plan by December 20, 2019!

You are currently enrolled in a Transportation Commuter Account effective January 1, 2020. You have chosen to contribute $75.00 per month from your paycheck. Is this correct?

With a Transportation Commuter Account, you may deduct money from your paycheck pre-tax. You can then use this money to pay for work-related commuting expenses like van pools and bus passes for the months your account was active in the plan year. **It does not include parking or use of personal vehicles or bikes.**

**If you already have transit costs withheld from your paycheck, you should not be enrolled in a PEBB Transportation Commuter Account. Are you eligible for this account?**

PEBB is hosting an informational webinar on Tuesday, November 19th at 10 am to answer questions regarding your ASIFlex enrollments. Register at [www.PEBBWebinars.com](http://www.PEBBWebinars.com).

There are specific rules that apply to Transportation Commuter Accounts. For a complete list, please visit: [http://www.asiflex.com/Commuter.aspx](http://www.asiflex.com/Commuter.aspx).

You will need to act right away if you find that:

- You should not be enrolled in this account.
Need To Correct Your Commuter Account?

You can change or cancel these accounts at any time. But, we are unable to refund money.

Accounts are deemed inactive after 6 months of non activity and any funds default to PEBB.

- Go to: [www.pebbinfocom](http://www.pebbinfocom)
- Under Resources-Select Forms
- Then Select-2020 Commuter Account
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*
U.**: 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**
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 58030 Oregon State University (Open)

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<th>Number of Contributions per year:</th>
<th>No Contribution Months for the year:</th>
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<tr>
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<td>June July August September</td>
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<tr>
<th>Action</th>
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<td>Dependent Care Flexible Spending Account</td>
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<tr>
<td>Enroll</td>
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<td>Enroll</td>
<td>Transportation</td>
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<tr>
<td>Enroll</td>
<td>Parking</td>
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Customer Service

- PEBB Office Hours
  - 8 AM to 5 PM
- Call PEBB: (503) 373-1102
- Fax PEBB: (503) 373-1654
- Email PEBB: inquiries.pebb@dhsoha.state.or.us
- PEBB Forms: https://www.oregon.gov/OHA/PEBB/Pages/forms.aspx
- Plan Info: www.pebbinfo.com