



Flexible Spending / Dependent Care Account

Last Updated: August 2, 2017

Last Reviewed: September 4, 2020

Department/Division: Human Resources

Purpose

To assist employees with their medical, dental, vision, and dependent care expenses and to provide employees with the opportunity to pay for their health and dependent care expenses with pre-tax dollars.

Policy

Full-time employees may elect to voluntarily contribute towards a health care flexible spending account and/or dependent care flexible spending account on a pre-tax basis through payroll deduction.

- Employees who elect the Mid High Deductible Health Plan (HDHP) with the HSA or HRA, will have access to: a Limited Flex Account, in which the funds can only be used for dental or vision claims; and full Dependent Care Account.
- Employees who opt-out of the Mid HDHP, will have access to: the full Flexible Spending Plan in which funds can be used for medical, dental, and vision; and full Dependent Care Account

Procedure

- Employees will be provided with the opportunity to initiate or change their pre-tax deduction amounts for their flexible spending and dependent care accounts at the annual Benefits Open Enrollment for the forthcoming plan (calendar) year. The payroll election will remain in effect for the plan (calendar) year for which the elections are made.
- Failure to enroll during the Benefits Open Enrollment period will be considered as an election not to participate in the Flexible Spending or Dependent Care Account program for the next plan (calendar) year.
- Employees cannot change their elections during the plan (calendar) year.
- New employees or employees with a qualifying life event during the plan (calendar) year who are not enrolled in the Flexible Spending Plan, may elect to enroll in the plan within thirty (30) days of their hire or the qualifying life event.
- Employees must complete a Flexible Spending Account Reimbursement Form, attach the original Explanation of Benefit (EOB) form and an itemized receipt and proof of payment, and submit these materials to our carrier in order to be reimbursed from their account. Reimbursement Forms are available on the Human Resources web page. Click the Employee Benefits box and then Flex/Dependent Care tab to find the form.
- Employees have until March 31st of each year to request reimbursement from their Flexible Spending or Dependent Care Account for expenses incurred in the prior plan (calendar) year.
- Any amounts elected that are not used during a plan (calendar) year to provide benefits will be forfeited and cannot be used to provide benefits in a subsequent plan (calendar) year.