



2019 Flexible Spending Account Information

Flexible Spending Accounts (FSA) are voluntary plans that enable active employees to save money by paying for certain health care and dependent care expenses using pre-tax pay. The Los Angeles Unified School District offers two special tax-savings accounts to eligible employees – Health Care FSA and Dependent Care FSA. To participate in FSA, you must enroll during the Annual Benefits Open Enrollment period every year as enrollment does not carryover. Visit benefits.lausd.net to enroll.

NEW **FSA Administrator**

Effective January 1, 2019, ConnectYourCare (CYC) will replace WageWorks as the FSA administrator. Your FSA will still offer the same tax-savings benefits but with additional enhancements such as payment card for medical expenses, convenient mobile app “myCYC”, and access to your account online. The payment card is the simplest way to pay for health care expenses. You can use your card with a qualified merchant or provider like any other credit or debit card to pay for eligible purchases. Remember to retain your itemized receipts in case they are requested as additional documentation. As of January 1, 2019, all reimbursement requests for 2018 plan year must be submitted to CYC.

How the Accounts Work

We all have some expenses that qualify for FSA, so why not take advantage of this Internal Revenue Services (IRS) approved tax break? When you enroll, you decide how much of your pay to set aside in the Health Care FSA and/or Dependent Care FSA. The money you elect to set aside is deducted throughout the year from your pay before federal income, state income, and social security taxes are calculated. When you have an eligible expense, you pay for the expense using your payment card (applicable for health care only), or pay with personal funds and file for reimbursement from the FSA administrator. Both the card and reimbursement payments deduct money from the appropriate account and the money remains untaxed. In other words, you never pay taxes on the money that flows through your FSA. The District pays the full cost of administering these FSAs.

Health Care FSA*	Dependent Care FSA
<p>You can use the Health Care FSA to pay for eligible out-of-pocket costs, such as deductibles, copayments, and coinsurance. If you are not eligible for health care coverage under any LAUSD-sponsored plan and you pay your entire medical bill each time you receive health care or buy prescription drugs, then you can pay for these expenses through the Health Care FSA.</p>	<p>Whether you are single or married, if you pay for daycare for your children or other dependents so that you can work, this account is designed with you in mind. If you are married, however, your spouse must work full-time, go to school full-time for at least five months out of the year, or be disabled and unable to care for your dependents.</p>

**Only health care expenses incurred by yourself and the people you claim as dependents on your federal tax return can be reimbursed through the Health Care FSA. Therefore, expenses for domestic partners and children of domestic partners are not eligible for reimbursement.*

HEALTH CARE FLEXIBLE SPENDING ACCOUNT

Eligible Health Care Expenses	Ineligible Health Care Expenses
<ul style="list-style-type: none"> Deductibles or co-pays Prescription drugs Birth control pills Preventive care Durable medical equipment Mental health care (inpatient and outpatient services) Orthodontia or other planned dental treatments Physical therapy, speech therapy, chiropractic treatment and acupuncture Prescription eyewear and contact lenses Vision correction procedures, such as LASIK, PRK and radial keratotomy Smoking cessation programs Physician-prescribed weight reduction programs (excluding food replacement) to treat a specific disease such as high blood pressure 	<ul style="list-style-type: none"> Expenses paid by a health care plan or other type of insurance Over-the-counter (OTC) medications (with the exception of insulin) unless they are accompanied by a prescription from a physician Maternity clothes Fees or dues for exercise clubs or classes Premiums on health care plans and long-term care plans Consumer products for general well being, such as exercise equipment, whirlpools and saunas Charges for vitamins Cosmetic surgery, unless it is directly related to a mastectomy Weight-loss programs without a letter of medical necessity

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

Eligible Dependent Care Expenses	Ineligible Dependent Care Expenses
<ul style="list-style-type: none"> Child or adult daycare services provided in your home Child or adult daycare services provided at someone else's home Expenses for a licensed daycare center including annual registration fees A portion of wages for a housekeeper whose duties include caring for a qualified dependent Tuition costs for children not yet in kindergarten (if it cannot be separated from the cost of care) 	<ul style="list-style-type: none"> Babysitting charges for non-work hours Charges paid to one of your dependent children Charges paid to someone who doesn't report their income to the IRS Charges incurred if your spouse is not working, not going to school full-time for at least five months, or is not disabled Kindergarten or overnight camp

Visit the IRS website at www.irs.gov to obtain the most current edition of the IRS Publications 502 and 503 for further details on eligible and ineligible expenses. Please note that this flyer is not a definitive guide to what is reimbursable under FSA.

To qualify daycare as an eligible expense, IRS requires that your qualified dependent must either be under age 13 or physically or mentally disabled (regardless of age) and be unable to be self-reliant while you are working. If you are paying for adult daycare outside of your home, your dependent must live with you at least eight hours a day.

Daycare providers must claim the income on their tax return and you will be required to include their Social Security number on your reimbursement request.

Access to Your FSA Funds

As soon as you have an eligible health care expense, you can file a claim for reimbursement. There's no need to wait until the money is in your Health Care FSA. As long as the total claims for the year have not exceeded your annual election, your eligible claim will be processed immediately.

The reimbursement process for the Dependent Care FSA works a little differently than the Health Care FSA. As you incur and pay for eligible day care expenses, you may file for reimbursement. However, you can only be reimbursed up to the current FSA balance. If your request exceeds your account balance, the remaining reimbursement will be paid when additional funds are deposited.

There are two ways to access and use your account funds.

1. Use your payment card - This is the simplest way to pay for health care expenses. Use your card with a qualified merchant or provider like any other credit or debit card to pay for your eligible purchases. CYC will automatically verify that your charges are eligible for reimbursement. If verification is not feasible, you will need to submit documentation/itemized receipt.
2. Pay with personal funds and request reimbursement - For Health Care FSA or Dependent Care FSA expenses, you may pay using your own personal credit card, cash, or check and keep your itemized receipt as documentation.

Filing a Claim Under the Health Care FSA or Dependent Care FSA

Any time after the date of service, you may submit your request for reimbursement through CYC using any of the options below. Reimbursement checks are issued Monday through Friday. You may also enroll in Direct Deposit reimbursements by visiting connectyourcare.com.

1. Mobile: Download mobile app "myCYC" and submit payment reimbursement requests.
2. Online: Visit connectyourcare.com and submit your claim reimbursement request online.
3. Paper Form: Visit benefits.lausd.net and download the form. Mail, fax, or email as instructed on the form.

Deadline Dates for Filing Claims

Per Internal Revenue Service (IRS) guidelines, a Flexible Spending Account, Health Care and/or Dependent Care, can reimburse expenses incurred during the first 2 ½ months of any plan year using money remaining from the prior plan year.

- You will be able to get reimbursed for 2019 claims incurred anytime from January 1, 2019 to March 15, 2020. This means you have an extension period of up to 2½ months to spend the money in your account.
- The deadline for filing claim expenses incurred during the 2019 plan year through March 15, 2020 is June 15, 2020. You must submit your claims to ConnectYourCare by June 15, 2020.
- Employees who separate, resign or retire before the end of the plan year have 90 days following the termination date of their account to submit claims for reimbursement.
- Expenses incurred after the date participation stops are not eligible for reimbursement.

Annual Contribution

Your elected FSAs annual contribution will be divided equally and deducted from your pay throughout the year. The minimum contribution for either Health Care FSA or Dependent Care FSA is \$120 annually.

Health Care FSA

You may contribute up to \$2,500 per year into the Health Care FSA.

Dependent Care FSA

According to IRS rules, an employee's Dependent Care FSA contribution is limited to the smallest of the following amounts:

- \$5,000 if the employee is married and filing a joint return or if the employee is a single parent (\$2,500 if employee is married but filing separately);
- The employee's earned income for the year; or
- The spouse's earned income, if the employee is married at the end of the tax year.

Other Important FSA Facts

FSA is governed by IRS guidelines so keep the following rules in mind as you plan your participation in these accounts.

- The FSA plan year runs on a calendar-year basis; from January 1st to December 31st. Under the Health Care or Dependent Care FSA, eligible expenses incurred during the calendar year and the first 2 ½ month grace period of the next year can be reimbursed. This means that you can incur expenses through March 15 of the year following the current plan year and be reimbursed with current plan year monies. If you stop participating in the Health Care and/or Dependent Care FSA before December 31st, expenses incurred after the date participation stops are not eligible for reimbursement.
- "Use-It-or-Lose-It" Rule: Any funds remaining in your FSA account after the 2 ½ month extension period has ended (March 15 of the year following the current plan year) will be forfeited. Estimate your future expenses carefully to protect yourself against forfeitures.
- The accounts are separate. Contributions made to the Health Care FSA cannot be transferred to the Dependent Care FSA or vice versa.
- Unused FSA balances cannot be forwarded to the next calendar year except where the FSA account includes a grace period.
- You should be aware that your participation in FSA may slightly reduce your future Social Security benefits as your FSA contributions reduce your taxable income.
- Once you enroll in a FSA for the calendar year, you may only make changes during the year if you have a qualified Major Life Event. Visit benefits.lausd.net for a list of qualified Major Life Events. You must submit your request within **30** days of the event.

Contact Information

Benefits Administration: (213) 241-4262; benefits.lausd.net

ConnectYourCare: (877) 292-4040; connectyourcare.com