



THE SCHOOL DISTRICT OF  
PHILADELPHIA

# You Can Save Money With An FSA

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## FAQ

ENROLL BY  
NOVEMBER 30!



# Everything You Need To Know About FSAs Is Here!

## FREQUENTLY ASKED QUESTIONS (FAQS)

### GENERAL QUESTIONS

#### How do I access my account?

Once you enroll a myFlexDollars Consumer Guide will be sent to your home. You will login to myFlexDollars.com and unlock all the great resources available to you through the FSA and Commuter program. Check your balance real-time, file claims, check plan deadlines, access account resources and track your spending. Download the myFlexDollars mobile app for additional convenience.

#### Can funds be transferred between accounts?

Funds CANNOT be transferred from one account to another (for example, you may not move funds from your Health Care FSA to your Dependent Care FSA).

#### How will I be reimbursed?

Once you file a claim and it is approved for reimbursement you will receive payment by check or direct deposit. Register for direct deposit at myFlexDollars.com.

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### HEALTH CARE FSA

#### How can I check what expenses are eligible for the Health Care FSA?

Eligible expenses are determined by IRS Publication 502. The most common expenses that qualify are insurance deductibles and copays, prescriptions, dental and vision expenses. You can go to FSA Store to search a dynamic eligibility list and see if your service is considered eligible.

#### What is my deadline to file a claim for the Health Care FSA?

The final date to submit a claim for the prior year's plan and be reimbursed is March 31st. This is referred to as your final filing date and is published real-time at myFlexDollars.com.

#### When do my funds become available in the Health Care FSA?

Your entire annual election will be available to you on the first day of the plan year.

#### How do I spend my Health Care FSA funds?

For real-time access to your funds you can use your benefits card at qualified providers and merchants. If you pay out of pocket for an expense you may submit a claim for reimbursement online at myFlexDollars.com or through the mobile app. You can also submit a bill from a provider as a claim and request that your provider be paid directly.

#### What happens if I have funds left in my account at the end of the year?

FSAs are subject to a forfeiture rule, often referred to as "The Use It Or Lose It" rule. What this means is that you risk losing your funds if you do not claim them in time. Your plan provides you an additional 2.5 months after the close of the plan year, December 31st, to incur expenses. Your final service date is March 15th.

#### What happens to my account at termination?

In the event of termination, you may not submit any Health Care FSA claims for services incurred after your termination date unless you continue the Health Care FSA benefit through the benefits continuation plan (COBRA). If you choose NOT to continue under COBRA, any funds remaining in your Health Care FSA will be forfeited if you did not incur any eligible expenses prior to termination.

## DEPENDENT CARE FSA

### What qualifies for reimbursement under the Dependent Care FSA?

Services are eligible for reimbursement through a Dependent Care FSA if their primary function is ensuring the qualifying individuals well-being and protection. Qualifying services typically include day care centers, day programs, before and after school programs, care for dependents with mental and/or physical disabilities, educational pre-school programs and day camps.

### What is my deadline to file a claim for the Dependent Care FSA?

The final date to submit a claim for the prior year's plan and be reimbursed is March 31st. This is referred to as your final filing date and is published real-time at myFlexDollars.com.

### When do my funds become available in the Dependent Care FSA?

Your contributions to the Dependent Care FSA become available as you contribute.

### How do I spend my Dependent Care FSA funds?

For real-time access to your funds you can use your benefits card at qualified day care providers. You may also pay a day provider directly and then receive reimbursement by filing a claim online at myFlexDollars.com or through the mobile app. You can also submit a bill from a provider as a claim and request that your provider be paid directly.

### What happens if I have funds left in my account at the end of the year?

FSAs are subject to a forfeiture rule, often referred to as "The Use It Or Lose It" rule. What this means is that you risk losing your funds if you do not claim them in time. Your plan provides you an additional 2.5 months after the close of the plan year, December 31st, to incur expenses. Your final service date is March 15th.

### Am I eligible for the Dependent Tax Credit if I participant in an FSA?

No. When you use pretax dollars to pay for Dependent Care expenses, you cannot take the Dependent Care tax credit. Tax law reduces dollar-for-dollar the expenses eligible for the end-of-year tax credit by the amount of expenses funded through an FSA. This means that if the amount you place in the Dependent Care FSA exceeds the maximum expenses used to figure the tax credit you may not use the tax credit. The same holds true for expenses over your tax credit maximum if not funded through the Dependent Care FSA.

### What happens to my account at termination?

You must be actively employed to be eligible to participate in a Dependent Care FSA. As a result, you do not have the option to continue your Dependent Care FSA benefit through COBRA. However, you may still submit claims for expenses you incurred while you were an active employee through the final filing date (March 31st).

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## COMMUTER PLANS

### What qualifies for reimbursement under the Mass Transit Commuter Plans?

Eligible expenses include: expenses for transportation in a commuter highway vehicle (i.e. van pool) or mass transit facilities (i.e. bus, train, subway, ferry), qualify for reimbursement if such transportation is in connection with travel from your mass transit provider to your place of employment. This includes expenses for any pass, token, fare card or similar item that entitles you to such transportation.

### Can I change my election throughout the year as my commuting needs change?

Yes. QTP elections may be changed throughout the year. The frequency (i.e. monthly, quarterly, etc.) in which you can make election changes is determined by your employer.

## FREQUENTLY ASKED QUESTIONS (FAQS)

### When do my funds become available in the Commuter Plans?

Your contributions to the commuter plans become available as you contribute.

### Can I use my Transit Account for ride sharing?

Yes. You can use your transit account for ride sharing programs such as UberPOOL. Use your benefits card to pay for these expenses.

### How much can I be reimbursed for my commuter expenses?

You will be reimbursed for the lesser of your current account balance or the amount of the claim – not to exceed the maximum monthly amount set by the IRS. The maximum monthly amount for 2021 is \$270. If you submit a claim for an amount that exceed your account balance, you will be reimbursed on a pay-period basis until you have made enough additional payroll contributions to cover the expenses.

### How do I spend my Commuter funds?

For real-time access to your transit and parking funds you can use your benefits card at qualified transit and parking providers. You may also pay a parking provider directly and then receive reimbursement by filing a claim online at myFlexDollars.com or through the mobile app.

### What is my deadline to file a claim for the Parking Plan?

The commuter plan dollars roll over when unused at the end of the plan year. Because of this rolling balance feature, your final filing date for the parking plan is 180 days after the expense was incurred.

### What impact does termination of employment have on my Commuter Plans?

Since QTPs cover work-related commuter and mass transit expenses, upon termination, any funds left in your account will be forfeited.

Want To Learn More Or Are You Ready To Enroll? Visit [PhilaSDflexbenefits.com](https://PhilaSDflexbenefits.com)



You can enroll online at [PhilaSDflexbenefits.com](https://PhilaSDflexbenefits.com) during open enrollment or after you experience a Qualifying Life Event. Once you enroll for the first time, you will receive a Consumer Guide with further instructions on how to use your account in the mail. Your benefits cards will also be mailed to your home within a month of enrollment.