



Benefits Orientation

Flexible Spending Accounts

Flexible Spending Accounts

Two types of Flexible Spending Accounts: Health Care and Dependent Care



FINANCIAL

- Allow you to set aside before-tax money to pay eligible expenses
- Used to pay for qualified health care or dependent care and elder care expenses
- Regulated by IRS section 125 and subject to “Use it or Lose it” rules
 - Must spend money in a prescribed time period



Key facts about FSAs



FINANCIAL

- Can enroll in one or both accounts as a newly benefits-eligible colleague or during annual open enrollment
 - If you experience certain qualifying events, you may be able to elect to contribute to an FSA, decrease or increase your contribution amount, or drop coverage at other times
- Contributions are made before-tax, deducted from each paycheck
- Annual minimum and maximum contributions
 - May change from year to year, based on IRS rules
 - View current year information in plan documents or AskHR
- Funds cannot be transferred between the health care and dependent care accounts
- HealthEquity is the third-party administrator of FSAs

Health Care Flexible Spending Account (HCFSA)





- **Eligible medical expenses include (but are not limited to):**
 - Vision care, including eyeglasses, contact lenses and saline solution
 - Dental care, both preventive and restorative
 - Orthodontia
 - Physical therapy, counseling or psychological services
 - Chiropractic care and acupuncture
 - Copayments, coinsurance and deductibles
 - Prescribed over-the-counter (OTC) medications
- **Comprehensive list of eligible expenses at www.healthequity.com**

Accessing HCFSA funds and submitting claims



- HCFSA contributions can be used for claims with dates of service between Jan. 1 of current year and March 15 of following year
 - New hires can submit claims for service dates as of their benefit effective date
 - All claims must be submitted by March 31 of the year following the year in which the claim was incurred
- You will receive a debit card front loaded with your HCFSA election amount for the year
 - Use at your doctor's office, pharmacy, dentist office and vision care provider's office to pay for deductibles and co-pays. Keep your receipts.
- Other payment options to access your HCFSA include:
 - Pay My Provider: mail or online claim submission at www.healthequity.com
 - Pay Me Back: direct deposit to your personal bank account
 - Mobile app

Dependent Care Flexible Spending Account



Dependent Care FSA – Key Information



- Covers expenses for care of your eligible dependents while you work
 - Child under age 13
 - Qualifying adult incapable of self-care
- Eligible expenses include (but are not limited to):
 - Babysitting or au pair services
 - Before and after-school programs
 - Day care and nursery school
 - Pre-school programs
 - Elder care services
- Comprehensive list of eligible expenses at www.healthequity.com
- Dependent care FSA is not for medical expenses

**Speak to a tax advisor about contributing to a dependent care FSA it may impact your child tax credit.*

Accessing DCFSA funds and submitting claims



- Contributions made to DCFSA can be used for claims with dates of service between Jan. 1 and Dec. 31
 - New hires can submit claims for service dates as of their benefit effective date
 - All claims must be submitted by March 31 of the year following the year in which the claim was incurred
- Amount you can use is limited to balance in your account
 - Cannot be reimbursed before your contribution has been deposited into your account
- Payment options include:
 - Pay My Provider
 - Pay Me Back
 - Mobile app

Additional resources

AskHR, an HR and benefits experience made for you!

AskHR gets you the answers and help you need any time, on any device in Workday. Access knowledge articles, submit HR, payroll and benefits questions and get real-time help with the virtual Workday assistant tool.

To get started, click on the **AskHR icon** in your ZENworks window.

You can also access **AskHR** on your mobile device by downloading the Workday app or accessing:

<https://mytrinityhealth.sharepoint.com/sites/SO-WorkdayHelp>.



Ministries not on AskHR/Workday:

<https://www.trinity-health.org/my-benefits/health-welfare/>

Check out all the episodes in the video series

Comprehensive Total Rewards

- Medical and pharmacy
- Health Savings Account
- Essential Assist with Health Reimbursement Account
- Flexible spending accounts
- Dental and vision
- Life Insurance/AD&D
- Time Away from Work
- Voluntary benefits
- Retirement program
- Colleague well-being / Mental well-being benefit
- Other benefits
- Eligibility and enrollment



Important information

This presentation is only intended to provide an overview of the Trinity Health Corporation Welfare and your options thereunder. To the extent of any inconsistencies between this document and the official plan documents, the official documents control. You can access these documents at any time by visiting AskHR or, if your Health Ministry is not supported by HR Shared Services, the MyBenefits site at www.trinity-health.org/my-benefits/

For any plan or program in which you participate, you may request a printed copy of the summary plan description, any certificate of coverage, and/or the official plan documents from your employer or from the Trinity Health Human Resources Service Center at 20555 Victor Parkway, Livonia, MI 48152. There is no charge for printed copies.

Trinity Health group health plans provide care coordination, care management, utilization review, and referral services to help manage care. These services may be provided through independent third-party administrators, clinically integrated networks, or other health care providers, including those affiliated with Trinity Health. These service providers will have access to the personal health information (“PHI”) of you and your enrolled dependents, including health information you disclose through wellness programs, for purposes of treatment, care management, and care coordination. All access, use, or disclosure of PHI will comply with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and any applicable state laws.



Trinity Health