



Using the Benefits Card in the New Year

The New Year affects how and when you can use your Benefits Card

- ❖ HSA, Transit and Parking accounts – use the card as normal
 - ❖ FSA (Grace Period and Rollover) & HRA accounts with Benefit Cards
- Tips to use your Benefits Card in the New Year*

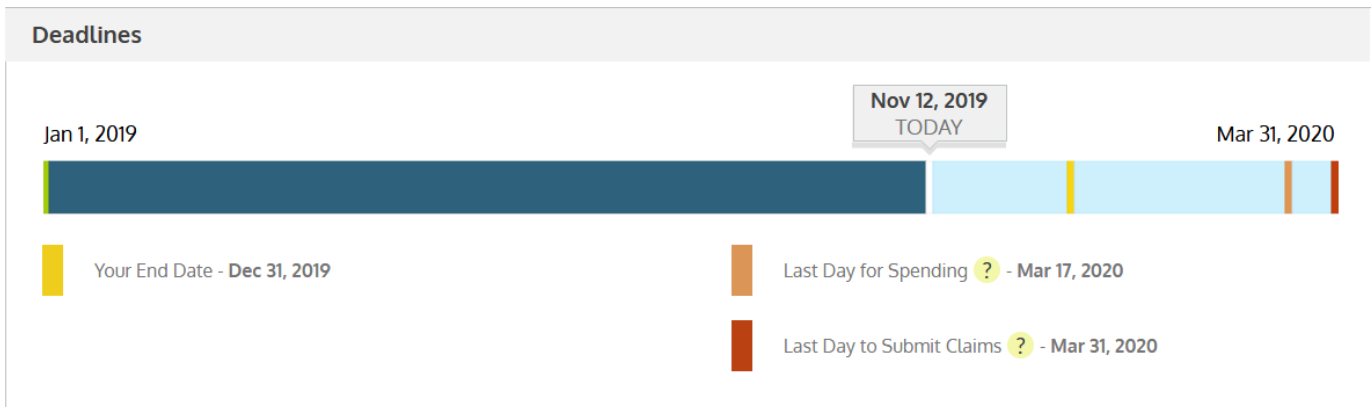
FSA with Grace Period

- What is a Grace Period?

The grace period allows you an extra amount of time in the new plan year to incur expenses to use any FSA money remaining in your account from the previous plan year.

- How can I tell if my plan has a grace period?

Login to your Participant Portal and click on the FSA account – you will see the details of the Deadlines



In the FSA Plan Year example above, the plan year is 1/1/19-12/31/19. The Last Day for Spending is the Grace Period – you will have until 3/17/20 to incur claims to use any remaining 2019 FSA dollars. The Last Day to Submit Claims is the Runout Date – you will have until 3/31/20 to submit any remaining 2019 FSA claims to our office. They must be received by this date via email, fax, online or through the app or must be postmarked by this date if mailing.

- If I use my card on January 1, 2020, what account will the money come out of?

If you do not have any 2019 FSA money left, then all transactions made in 2020 must be for items or services with a date of service in 2020. Any Benefit Card transactions made in 2020 for 2019 dates of service will be marked as Ineligible.

If you have any 2019 FSA money left, you can use the remaining 2019 balance to pay for 2019 claims or the 2019 balance + 2020 balance for 2020 claims. Please remember, pay all remaining 2019 bills first

before you start using your card for 2020 expenses. The money will always come out of your 2019 account first to make that account zero.

- If I manually submit a claim on January 1, 2020, what account will the money come out of?

If it is a 2019 claim and you have 2019 FSA money left, the money will come out of your 2019 until all funds are depleted. If it is a 2020 claim and you have 2019 FSA money left, the money will come out the remaining balance of your 2019 account and then any remaining balance will come out of the 2020 account.

- Example: DOS on 12/15/19, invoice on 01/15/20, amount due to provider is \$600

12/31/19: 2019 FSA balance is \$400.00

01/01/20: 2019 FSA balance of \$400 + 2020 FSA balance of \$600 = \$1,000

If you use the card on 01/15/20 for \$400 and the 2019 FSA balance has not changed, the transaction will be approved when substantiation is received and your 2019 FSA account will be exhausted.

If you use the card on 01/15/20 for the full amount of \$600, \$400 would come out of your 2019 FSA and \$200 from your 2020 FSA, when substantiation is received, transaction is marked as approved for \$400 and ineligible for \$200 because the date of service was in 2019. You will have to pay back \$200 for an ineligible FSA claim or your Benefits Card will be turned off until the plan is refunded.

If you manually submit your claim via email, online, app, fax or mail, the claim would be processed for \$400 and if the 2019 FSA balance has not changed, the transaction will be processed for reimbursement and your 2019 FSA account will be exhausted.

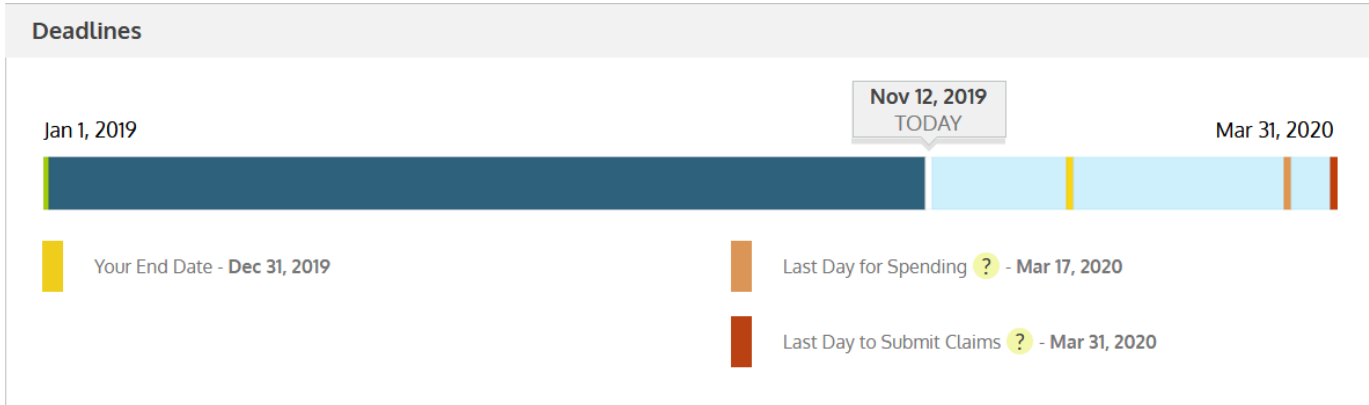
FSA with Rollover

- What is a Rollover?

The Rollover allows up to \$500 of unused FSA dollars to rollover to the new plan year.

- How can I tell if my plan has a rollover?

Login to your Participant Portal and click on the FSA account – you will see the details of the Deadlines



In the FSA Plan Year example above, the plan year is 1/1/19-12/31/19. The Last Day for Spending is the last day of the plan year on 12/31/19. The Last Day to Submit Claims is the Runout Date – you will have until 3/31/20 to submit any remaining 2019 FSA claims to our office. They must be received by this date via email, fax, online or through the app or must be postmarked by this date if mailing.

On January 1, 2020, up to \$500 from your 2019 FSA account will move into a Rollover account. After the Runout Period, the Rollover money balance will be deposited into your 2020 FSA account.

- If I use my card on January 1, 2020, what account will the money come out of?

When you use your Benefits Card in 2020, all transactions will come out of your 2020 FSA account. Do not use your Benefits Card in 2020 for 2019 dates of service. Please submit all 2019 claims to our office via email, online, app, fax or mail. Any Benefit Card transactions made in 2020 for 2019 dates of service will be marked as Ineligible.

- If I manually submit a claim on January 1, 2020, what account will the money come out of?

If it is a 2019 claim and you have 2019 FSA money left, the money will come out of your 2019 account up to the balance remaining. If the claim is greater than the 2019 balance, the money will come out of the Rollover account balance. If the claim is a 2020 date of service, the money will come out of the 2020 FSA balance.

- Example: DOS on 12/15/19, invoice on 01/15/20, amount due to provider is \$600

12/31/19: 2019 FSA account is \$750

01/01/20: 2019 FSA account is \$250 and 2019 FSA Rollover is \$500

If you use the card on 01/15/20, \$600 would come out of your 2020 FSA, when substantiation is received, transaction is marked as ineligible for \$600 because the date of service was in 2019. You will have to pay back \$600 for an ineligible FSA claim or your Benefits Card will be turned off until the plan is refunded.

If you submit for reimbursement on 01/15/20, \$250 will come out of your 2019 FSA account and \$350 will come out of the Rollover account. Reimbursements will be made back to you via check or direct deposit (enter your Banking details in your Participant Portal) or checks paid to the provider directly (invoice required).

HRA – Health Reimbursement Arrangement

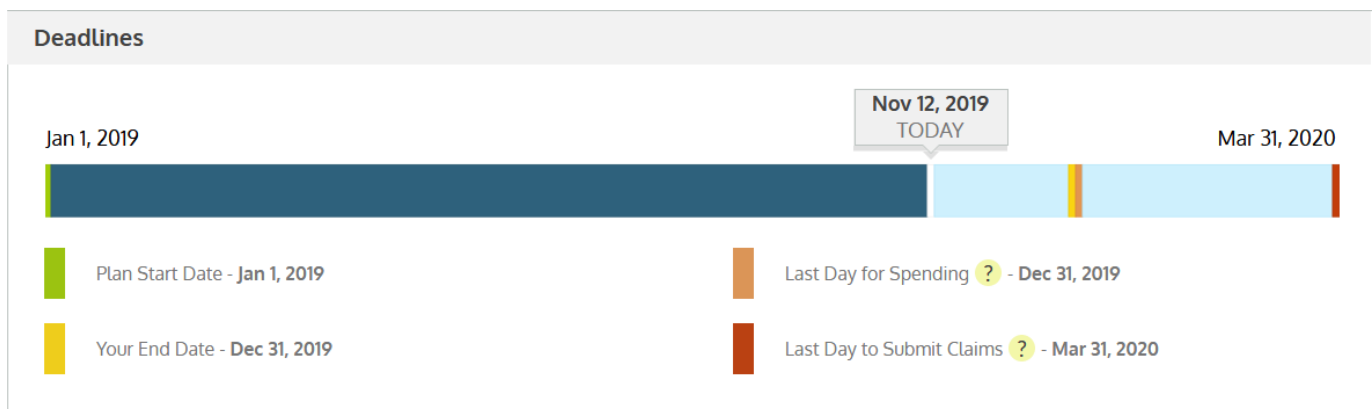
All HRAs are setup differently – below are a few tips to ensure a smooth transition to the new plan year and keep your card working properly.

Although the card is “smart” in that it knows it can only be used for items allowed under your HRA, they aren’t smart enough to know the plan year in which you are paying bills!

When you use your Benefits Card in 2020, the money comes out of your 2020 HRA account, do not use the Benefits Card to pay for 2019 dates of service. All 2019 claims must be submitted via email, online, app, fax or mail – you can choose to be reimbursed (EOB required) or to have us pay your provider directly (EOB & invoice required).

- What are the important dates of my plan?

Login to your Participant Portal and click on the HRA account – you will see the details of the Deadlines



In the HRA example above, the plan year is 1/1/19-12/31/19. The Last Day for Spending is the last day of the plan year on 12/31/19. The Last Day to Submit Claims is the Runout Date – you will have until 3/31/20 to submit any remaining 2019 HRA claims to our office. They must be received by this date via email, fax, online or through the app or must be postmarked by this date if mailing.

- If I use my card on January 1, 2020, what account will the money come out of?

When you use your Benefits Card in 2020, all transactions will come out of your 2020 HRA account. Do not use your Benefits Card in 2020 for 2019 dates of service. Please submit all 2019 claims to our office via email, online, app, fax or mail. Any Benefit Card transactions made in 2020 for 2019 dates of service will be marked as Ineligible.

- If I manually submit a claim on January 1, 2020, what account will the money come out of?

If it is a 2019 claim and you have 2019 HRA money left, the money will come out of your 2019 account up to the balance remaining. If the claim is a 2020 date of service, the money will come out of the 2020 HRA balance.

- Example: DOS on 12/15/19, invoice on 01/15/20, amount due to provider is \$600

If you use the card on 01/15/20, \$600 would come out of your 2020 HRA, when substantiation is received, transaction is marked as ineligible for \$600 because the date of service was in 2019. You will have to pay back \$600 for an ineligible HRA claim or your Benefits Card will be turned off until the plan is refunded.

If you submit for reimbursement on 01/15/20, claim would be processed for \$600 and your reimbursement will come out of your 2019 HRA account. Reimbursements will be made back to you via check or direct deposit (enter your Banking details in your Participant Portal) or checks paid to the provider directly.

Helpful Links:



Benefits of the Participant Portal <http://www.bbpadmin.com/docs/Participant/WealthCarePortalGuide.pdf>

Benefits of the Mobile App http://www.bbpadmin.com/docs/Participant/WealthCare_Mobile_User_Guide.pdf

Learn how to have the Easy Claims Systems do this for you!

http://www.bbpadmin.com/docs/Participant/Linking_How_To_Link_Accounts.pdf

Download the App



App Store: <https://itunes.apple.com/us/app/better-business-planning-mobile/id589808276?mt=8>

Google Play: <https://play.google.com/store/apps/details?id=com.betterBusinessPlanning.fismobile&hl=en>