



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

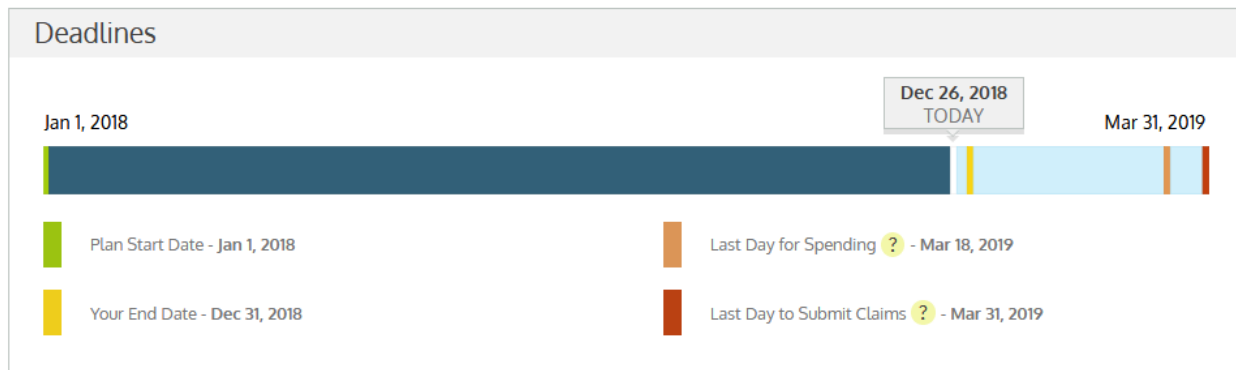
FSA with Grace Period

- 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 1/1/18-12/31/18. The Last Day for Spending is the Grace Period – you will have until 3/18/19 to incur claims to use any remaining 2018 FSA dollars. The Last Day to Submit Claims is the Runout Date – you will have until 3/31/19 to submit any remaining 2018 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, 2019, what account will the money come out of?

If you do not have any 2018 FSA money left, then all transactions made in 2019 must be for items or services with a date of service in 2019. Any Benefit Card transactions made in 2019 for 2018 dates of service will be marked as Ineligible.

If you have any 2018 FSA money left, you can use the remaining 2018 balance to pay for 2018 claims or the 2018 balance + 2019 balance for 2019 claims. Please remember, pay all remaining 2018 bills first

before you start using your card for 2019 expenses. The money will always come out of your 2018 account first to make that account zero.

- If I manually submit a claim on January 1, 2019, what account will the money come out of?

If it is a 2018 claim and you have 2018 FSA money left, the money will come out of your 2018 account up to the balance remaining. If it is a 2019 claim and you have 2018 FSA money left, the money will come out of your 2018 account up to the balance remaining and the balance will come out of 2019.

- Example: DOS on 12/15/18, invoice on 01/15/19, amount due to provider is \$600

12/31/18: 2018 FSA balance is \$400.00

01/01/19: 2018 FSA balance of \$400 + 2019 FSA balance of \$600 = \$1,000

If you use the card on 01/15/19 for \$400 and the 2018 FSA balance has not changed, the transaction will be approved when substantiation is received and you are done with your 2018 FSA account.

If you use the card on 01/15/19 for the full amount of \$600, \$400 would come out of your 2018 FSA and \$200 from your 2019 FSA, when substantiation is received, transaction is marked as approved for \$400 and ineligible for \$200 because the date of service was in 2018. 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 2018 FSA balance has not changed, the transaction will be processed for reimbursement and you are done with your 2018 FSA account.

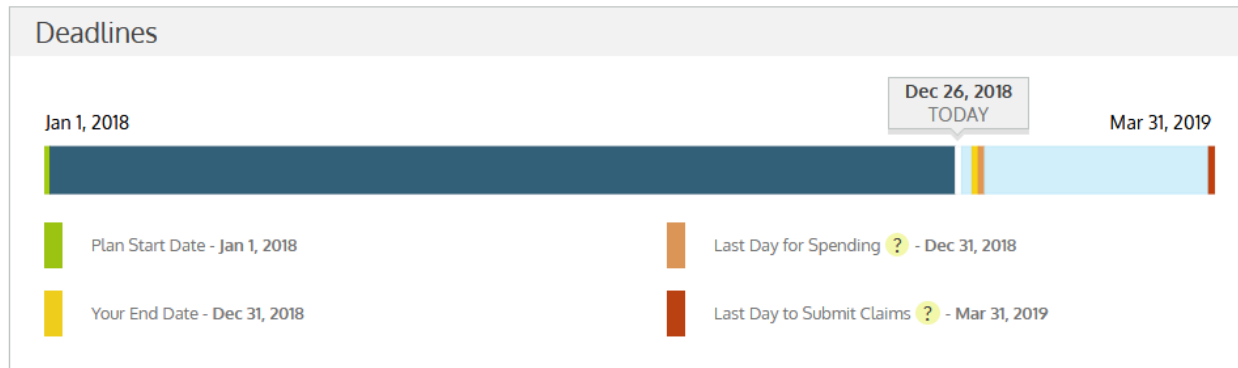
FSA with Rollover

- 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 1/1/18-12/31/18. The Last Day for Spending is the last day of the plan year on 12/31/18. The Last Day to Submit Claims is the Runout Date – you will have until 3/31/19 to submit any remaining 2018 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, 2019, up to \$500 from your 2018 FSA account will move into a Rollover account. After the Runout Period, the Rollover money balance will be deposited into your 2019 FSA account.

- If I use my card on January 1, 2019, what account will the money come out of?

When you use your Benefits Card in 2019, all transactions will come out of your 2019 FSA account. Do not use your Benefits Card in 2019 for 2018 dates of service. Please submit all 2018 claims to our office via email, online, app, fax or mail. Any Benefit Card transactions made in 2019 for 2018 dates of service will be marked as Ineligible.

- If I manually submit a claim on January 1, 2019, what account will the money come out of?

If it is a 2018 claim and you have 2018 FSA money left, the money will come out of your 2018 account up to the balance remaining. If the claim is greater than the 2018 balance, the money will come out of the Rollover account balance. If the claim is a 2019 date of service, the money will come out of the 2019 FSA balance.

- Example: DOS on 12/15/18, invoice on 01/15/19, amount due to provider is \$600

12/31/18: 2018 FSA account is \$750

01/01/19: 2018 FSA account is \$250 and 2018 FSA Rollover is \$500

If you use the card on 01/15/19, \$600 would come out of your 2019 FSA, when substantiation is received, transaction is marked as ineligible for \$600 because the date of service was in 2018. 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 01/15/19, \$250 will come out of your 2018 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

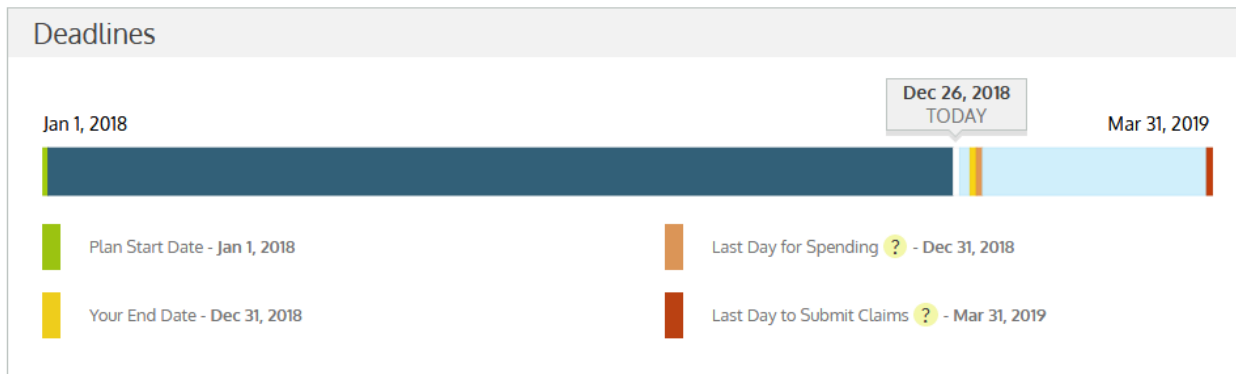
All HRAs are setup differently – below are a few tips to ensure a smooth transition to the new plan year and keep your card working properly.

Although these cards are “smart cards” 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 2019, the money comes out of your 2019 HRA account, do not use it the Benefits Card to pay for 2018 dates of service. All 2018 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 1/1/18-12/31/18. The Last Day for Spending is the last day of the plan year on 12/31/18. The Last Day to Submit Claims is the Runout Date – you will have until 3/31/19 to submit any remaining 2018 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, 2019, what account will the money come out of?

When you use your Benefits Card in 2019, all transactions will come out of your 2019 HRA account. Do not use your Benefits Card in 2019 for 2018 dates of service. Please submit all 2018 claims to our office via email, online, app, fax or mail. Any Benefit Card transactions made in 2019 for 2018 dates of service will be marked as Ineligible.

- If I manually submit a claim on January 1, 2019, what account will the money come out of?

If it is a 2018 claim and you have 2018 HRA money left, the money will come out of your 2018 account up to the balance remaining. If the claim is a 2019 date of service, the money will come out of the 2019 HRA balance.

- Example: DOS on 12/15/18, invoice on 01/15/19, amount due to provider is \$600

If you use the card on 01/15/19, \$600 would come out of your 2019 HRA, when substantiation is received, transaction is marked as ineligible for \$600 because the date of service was in 2018. 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 01/15/19, claim would be processed for \$600 and your reimbursement will come out of your 2018 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/WealthCarePortalGuide.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>