Flexible Spending Account, Year End FAQ

1) **What is a carryover?**
   A carryover is when you have a balance of money (up to $500) left in your prior years’ (2017) Health Care Flexible Spending Account (HCFSA) that will be added to your current year’s (2018) balance, if it is not spent by the end of the Runout Period (see #2 below). Only active, benefits eligible employees who are NOT contributing to a Health Savings Account (HSA) in 2018, can carry money over into a HCFSA in 2018. The DCFSA does not have this feature.

2) **What is a Runout Period?**
   The Runout Period is the time frame between January 1, 2018 and March 31, 2018, where you may continue to **submit** claims that were **incurred** during 2017. **You have until 11:59 pm on March 31, 2018 to submit all of your 2017 HCFSA and Dependent Care Flexible Spending Account (DCFSA) claims.** Any 2017 claims that are submitted after this time will be denied by WageWorks, **no exceptions.** You may only submit claims for the time period in which you were benefits eligible. Terminated, retired and no longer-benefits eligible employees, please see #16 below.

3) **What is a Grace Period?**
   The Grace Period is the timeframe between January 1, 2018 and March 15, 2018, where you may continue to **incur** Dependent Care expenses that can be applied toward your remaining 2017 DCFSA balance. You may only submit claims for the time period in which you were benefits eligible. Terminated, retired and no longer-benefits eligible employees, please see #16 below. The HCFSA does not have this feature.
4) **What if my carryover dollars from 2017 cause my HCFSA balance to exceed the annual limit of $2,650?**

Not a problem, the IRS says that it is allowable for your HCFSA balance to exceed the annual limit of $2,650 for 2018, as long as no more than $2,650 is deducted from your paycheck. This means that you can carryover up to the maximum of $500 from your 2017 balance AND collect up to $250 in an employer contribution from Dartmouth (if eligible).

5) **How do I know if I am eligible to receive an employer contribution to a HCFSA?**

If you are a non-exempt employee, OR if you are an exempt employee (faculty or staff) who makes less than $60,000 per year, AND you are on the OAP medical plan OR are not on a health plan through Dartmouth College, then you are eligible to receive up to $250 in a WageWorks HCFSA in 2018. An account will be created automatically for you, if you do not already have one. Employees on Dartmouth's Cigna Choice Fund® (CCF) plan or High Deductible Health Plan (HDHP) will receive an employer contribution to a Health Reimbursement Account (HRA) or a Health Savings Account (HSA). SEIU employees should refer to your union contract for eligibility. Research Associate B’s and Research Fellows are not eligible for the employer contribution to an HCFSA. Employees hired after 1/1/2018 may be eligible for a prorated amount.

6) **If I carried money over from my 2016 HCFSA into a 2017 HCFSA and did not spend it in 2017, will the 2016 dollars also carry over into my 2018 HCFSA balance?**

Yes, the IRS does not keep track of what year a contribution originated in, it only stipulates that the maximum amount that can be carried over into the next year is $500.

7) **Why doesn’t my HCFSA WageWorks Debit Card work?**

There may be a few reasons why your WageWorks card is not working:
8) **When will my carryover dollars be available on my HCFSA WageWorks debit card?**
If neither you nor Dartmouth contributed (on your behalf) to a HCFSA in 2018, then your remaining 2017 balance is available now to use on 2018 incurred expenses. Otherwise, once the run out period has ended, WageWorks will load up to $500 of your remaining 2017 balance onto your HCFSA WageWorks debit card. This money will be available for use on the debit card on/after April 17, 2018.

9) **Can I use any of my 2017 HCFSA balance to pay for 2018 expenses?**
Yes, once your 2018 balance has been exhausted you can use up to $500 of your remaining 2017 HCFSA balance during the period of January 1, 2018 through March 31, 2018 to pay for eligible HCFSA expenses. Up to $500 of your 2017 balance will be allowed, because it will eventually become your carryover dollars and added to your 2018 balance, if not spent prior to March 31, 2018. **Do NOT use the debit card to pay for 2017 incurred expenses.**

10) **How do I access my 2017 carryover money, to pay for 2017 HCFSA expenses before it is added to my 2018 balance?**
You must submit your 2017 claims manually using the WageWorks
claim form found at [www.dartgo.org/hcfsa_form](http://www.dartgo.org/hcfsa_form). All 2017 claims must be submitted with its corresponding substantiation no later than March 31, 2018.

11) Someone told me that I should submit all of my 2017 HCFSA expenses before submitting 2018 HCFSA expenses is this true?
No. Claims submitted manually between January 1, 2018 and March 31, 2018 will pay based on dates of service. For example: If your claim was incurred in 2017, then it will be paid using funds from your 2017 balance. If your claim was incurred in 2018, then it will be paid using funds from your 2018 balance. Note: **Do NOT use the debit card to pay for 2017 incurred expenses.**

12) My spouse and I are both Dartmouth employees and we both have an HCFSA and/or a DCFSA account, can I submit on behalf of both of us?
No, you must each file separately to your own accounts. For example, a husband submits $5,300 in HCFSA claims to WageWorks. WageWorks does not know that you are married and does not connect your accounts. They do not know to apply $2,650 toward the husband’s HCFSA account and the other $2,650 toward the wife’s.

13) I am waiting on a 2017 medical bill from the hospital, what if I do not receive it before the March 31st runout deadline?
Cigna contracted providers have 90 days to submit claims to Cigna (180 days for out of network claims). Contact the hospital immediately to see if they have submitted the claim to your insurance company. If they have, you might be able to obtain an online copy of the Explanation of Benefits (EOB) from your insurance company to submit (see #14A below). If the claim is not processed by your insurance company, in time for you to obtain an EOB and submit prior to the deadline, then you will not be able to use this claim for 2017 expenses. See #14 below for more tips on how to spend down your 2017 balance.
14) I have more than $500 left in my 2017 HCFSA balance, do you have any tips on how I can spend down the remaining balance? Here are a few tips that can help you find ways of spending down your remaining 2017 balance:

a. Create an account, and log onto www.mycigna.com (or for your non-Dartmouth medical plan), and review all of your family members’ Explanation of Benefits (EOB’s) for 2017. See if there are any EOB's that have not yet been submitted to WageWorks or Crosby Benefits for reimbursement. Submit new claims. An EOB is the perfect substantiation for WageWorks. If eligible, WageWorks will send you a check in the mail.

b. Go to your regular pharmacy(s) and ask for a printout of all the prescriptions that you and your family had filled during 2017. Compare the list with what you have already submitted in 2017 to WageWorks or Crosby Benefits and submit new claims. If eligible, WageWorks will send you a check in the mail.

c. Contact your eye doctor’s office, and ask for copies of all invoices for services that you or your family might have paid for in 2017, including eye glasses, contact lenses, contact lens exams. Compare the list with what you have already submitted in 2017 to WageWorks or Crosby Benefits and submit new claims. If eligible, WageWorks will send you a check in the mail.

d. Contact your dentist’s office, orthodontist’s office, endodontist’s office, etc., and ask for copies of all invoices for dental services that you or your family might have incurred in 2017. Compare the list with what you have already submitted in 2017 to WageWorks or Crosby Benefits and submit new claims. If eligible, WageWorks will send you a check in the mail.

e. In November or December – if you are coming to the end of the plan year and do not think you will be able to spend enough of your balance before 12/31/18, visit the FSA store at http://www.thefsastore.com. Items purchased through the FSA store do not require additional substantiation and can be a great way to utilize those unspent dollars without fear of losing them.

f. Don’t wait to pay a bill, or for proof of payment. WageWorks does not need to see proof that a bill was paid. All they need, is
the following five items: 1) that the service was for an eligible expense 2) that the service was incurred in the associated calendar year 3) what your financial responsibility for that service will be 4) Your name/patient’s name and 5) the provider’s name/address.

g. Review the list of eligible expenses found at www.dartgo.org/fsa_eligible to see what other types of expenses that you may have incurred during 2017 that might be eligible.

15) **Do you have any tips on how I can spend down my remaining DCFSA balance?**
Many people do not realize that summer day camps, including sports camps and afterschool programs can also be considered eligible expenses for your DCFSA account. Overnight camps are not considered an eligible expense.

16) **What happens to my 2017 HCFSA and/or DCFSA funds if I am no longer benefits eligible or if I leave the College?**
   a. If you lost eligibility or left the College at any time in 2017 then you will still have the runout period to submit claims that were incurred during the time that you were a benefits eligible employee.
   b. If you lose eligibility or leave in 2018, then you will have the option to continue your HCFSA benefit through the end of the year through COBRA continuation. DCFSA claims cannot be continued under COBRA. For more information on the continuation of benefits under COBRA, visit www.dartgo.org/cobra. You will have through the runout period in 2019 to submit claims.

17) **Who do I contact if I have additional questions?**
   a. WageWorks at **877-924-3967** or access your account at www.myWageWorksbenefits.com
   b. Human Resources Benefits Office at 603-646-3588 or email us at Human.Resources.Benefits@dartmouth.edu or visit the our website pages at www.dartgo.org/hcfsa or www.dartgo.org/dcfsa