

Administered by:



Erisa Administrative Services, Inc.

EASI Flexible Spending Benefits

Plan Year: January - December 2024

What is Flexible Spending?

Flexible spending allow employees to set aside money for eligible expenses prior to taxes being withheld

- Health Care Flexible Spending Account (FSA)– covers eligible health care expenses.
- Dependent Care FSA– covers daycare expense for eligible dependents

Deductions are taken from your paycheck before taxes are withheld, reducing your withholding and saving you money

Plan	Minimum	Maximum
Health Care FSA 2024	\$130	\$3,200
Dependent Care FSA 2024	\$130	\$5,000

Health Care FSA Expenses

Eligible Expenses

- ▶ Services Covered by Insurance
- ▶ Non-cosmetic dental expenses
- ▶ Vision care expenses
- ▶ Prescriptions
- ▶ **Some** OTC (Over the Counter) medications eligible without LMN (Letter of Medical Necessity)

Ineligible Expenses

- ▶ Expenses that aren't medically necessary
- ▶ Expenses that have not yet been incurred
- ▶ Expenses incurred before plan enrollment
- ▶ Expenses incurred after you've exhausted your balance

Eligible Dependents

- ▶ Spouse
- ▶ Children under 26

***Expenses will be reviewed for eligibility. Claims may require a receipt or Explanation of Benefits (EOB) that shows your name, medical provider, the date, the amount, and what service was received.**

Dependent Care FSA Expenses

Eligible Expenses

- ▶ Before/After School Care
- ▶ Daycare
- ▶ Senior Daycare
- ▶ Summer Camp
- ▶ Late pick-up fees
- ▶ Registration fees*
- ▶ Application fees*

***Not reimbursable until care has been provided**

Ineligible Expenses

- ▶ Expenses paid to child's parent or a child under the age of 19
- ▶ Overnight Camps
- ▶ Instructional or sport camps
- ▶ Late payment fees
- ▶ Educational Expenses

Eligible Dependents

- ▶ Children 13 or younger

Enrollment Rules

- ▶ **Health Care FSA**

- ▶ Enroll during open enrollment, within 31 days of hire date, or Qualifying Event. **Must re-enroll annually.**

- ▶ **Dependent Care FSA**

- ▶ Enroll during open enrollment, within 31 days of hire, or Qualifying Event. **Must re-enroll annually.**

- ▶ Open Enrollment for University employees is November 10th through December 11th.

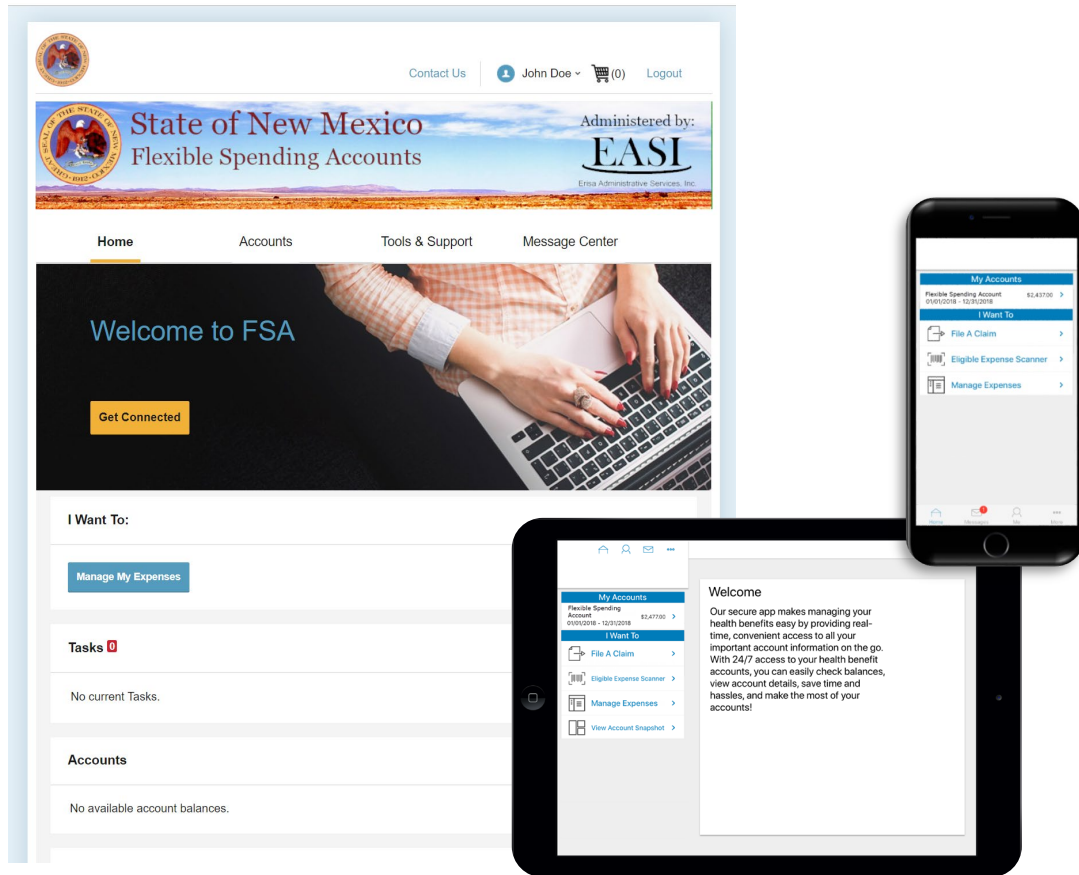
- ▶ Enrollments are available from Human Resources.

The FSA Debit Card

- ▶ Provided for Health and Dependent Care
- ▶ Two cards initially
- ▶ Additional cards cost \$10.00
- ▶ Allows you to pay for qualified expenses directly from your FSA at time of service
 - ▶ **May still require additional documentation after purchase**
 - ▶ Keep detailed receipts and EOBs for **all** debit card purchase for claims submission



Where to Manage your FSA



- ▶ Access your account online using your desktop or our mobile app
 - ▶ You can visit Erisa Trust directly for the PC version of the app at <https://www.erisa-trust.com/sonm> and choose “Portal Login”
 - ▶ To find the mobile app, search “**BenefitsbyET**” in the Google Play or Apple App store
- ▶ Submit claims and upload receipts using the mobile app, or from your desktop
- ▶ You can view your account and update your own contact information
- ▶ Add your bank account to setup direct deposit of reimbursements and repayments

Visit <https://www.mybenefitsnm.com/FSA.htm>
for more information

Documentation Requirements

FSA Health Requirements

- Detailed Receipt
- Letter of Medical Necessity
- Explanation of Benefits

Dependent Care Requirements

- Detailed Receipt
- Proof of eligible expense
- Tax ID information on the documentation
- Period of the service provided

Verifying the service or purchase is FSA eligible before paying, and asking for detailed receipts are the best methods for managing your claims

Paper Claim Submission

- ▶ Access the paper forms at mybenefitsnm.com or through your portal
- ▶ Receipts, EOBs and letters of medical necessity are still required

- ▶ Email: FSA@easitpa.com
- ▶ Fax: (505) 244-6009
- ▶ Phone: (505) 244-6000
- ▶ Mail:

Flexible Spending Accounts
Erisa Administrative Services, Inc.
1200 San Pedro Dr. NE
Albuquerque, NM 87110

Remember: submitting a claim via the mobile app is the fastest route to reimbursement. Use the mobile app whenever possible.

Common FSA Questions

▶ **What documentation is required when submitting a claim?**

The IRS requires the following: the name of person who received the service, the date of service, the cost, the providers information, and what services were rendered. This can usually be confirmed with the explanation of benefits and a detailed receipt.

▶ **What are the best practices when submitting a claim?**

Ask for detailed receipts from the provider. Hold on to all paperwork pertinent to amounts paid.

▶ **Why has my FSA card been suspended?**

The most common cause for suspension is missing supporting documentation. If supporting documentation has not been received within 30 days of an accrued expense, the relevant FSA account will be suspended. The account will stay suspended until documentation or repayment is rendered.

▶ **Why is it important to use and check the portal and /or phone app?**

Communication about claims, updates for the plan year, and other notices are sent through the portal and mobile app.

Common FSA Questions Continued

▶ **Why do I have to submit documentation?**

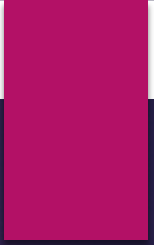
The FSA plan is a pretax benefit, with specific IRS regulations. The user of the benefit must provide documentation to substantiate that the purchase is FSA eligible.

▶ **What is the time frame I have to submit my documentation?**

30 Days from the date the claim is processed. Two receipt request are sent after 10 and 20 days respectively. If a receipt has not been received by 30 days, an overdue notice will be sent out and the benefit will be suspended until documentation or repayment is provided.

▶ **Why can't I cover my Domestic Partner, we have lived together X years?**

NM is not a common law marriage state. Domestic partners are not recognized as legal dependents. Eligible FSA users are the employee, their spouse, and children aged 26 and under.



Thank You!

FOR QUESTIONS OR ASSISTANCE CALL 1-505-244-6000 OR EMAIL
FSA@EASITPA.COM