2015 Plan Year
(January 1 – December 31, 2015)

Office of Human Resources
Benefits Services
1590 North High Street, Suite 300
Columbus, OH 43201-2190

Retain for your records through December 2015
Contact Information

THE OHIO STATE UNIVERSITY
Office of Human Resources
hr.osu.edu

Customer Service Center…………………614-292-1050
1590 North High Street, Suite 300
Columbus, OH  43201-2190
800-678-6010
Fax: 614-292-6235
E-mail: service@hr.osu.edu

Benefits Consultants…………………614-292-1050
Fax: 614-292-7813
E-mail: benefits@hr.osu.edu

Employee and Labor Relations……..614-292-2800
Fax: 614-688-8120
E-mail: id@hr.osu.edu

Integrated Absence Management and Vocational Services……………………614-292-3439
800-678-6413
Fax: 614-688-8120
E-mail: id@hr.osu.edu

Your Plan for Health…………………………………………….614-292-1050
E-mail: yourplanforhealth@hr.osu.edu

Contact Information

THE OHIO STATE UNIVERSITY
Office of Human Resources
hr.osu.edu

Provides information regarding:

- Certification of state service requests
- Flexible Spending Accounts
  - Dependent Care and Health Care
- Health Insurance
  - Enrollment
  - Verification of coverage
- Life Insurance
  - Change of beneficiary
  - Enrollment
- Retirement Programs
  - ARP, OPERS, STRS
- Supplemental Retirement Accounts
  - 403(b) and 457 plans
- Tuition Assistance
  - For dependents
  - For faculty and staff
- Your Plan for Health, YourPlanForHealth.com

Available by appointment to provide:

- Benefits Assistance
- Department presentations
- Life event coordination
- New employee benefits orientation

Provides information regarding:

- Family/medical leave, sick leave, vacation leave, medical leave, personal leave, military leave, paid parental leave, organ donation leave, jury duty/court

Available to provide consultation on:

- Department presentations
- Long-term and short-term disability
- OPERS/STRS disability retirement
- Unemployment compensation……614-688-3578
- Transitional work
- Workers’ compensation

Other Important Contacts

CareWorks of Ohio, Inc. …………………..888-627-0058
- Workers’ compensation claims assistance

Delta Dental Plan of Ohio………………………..800-282-0749
- Customer and Claims Services deltadentaloh.com
- Dental providers and claims assistance toolkitsonline.com

Express Scripts…………………………….866-727-5867
- Prescription drugs–retail/home delivery/claims express-scripts.com
- Specialty medications assistance . accredo.com

GlobalCare Services………………………….U.S. 866-807-6193
Medical care coordination outside Ohio . International: 01-770-667-0247

NGS CoreSource, Inc………………………….866-44-BUCKS (442-8257)
- Medical claims assistance ngscoresource.com
- Medical/prescription drug cards
- COBRA administration

Ohio State University Health Plan, Inc………………614-292-4700
- Prior authorization of required services and admissions, provider network and other medical services
- General Benefit information and questions osuhealthplan.com

TASC (FSA Administrator)
Customer Service……855-FLEX-OSU(353-9678)

Unum ………………………………………..866-245-3013
- Disability claims assistance

Vision Service Plan (VSP)……………………..800-877-7195
- Vision providers and claims assistance vsp.com

Biometric Health Screenings

Your Plan for Health

Educational Programming

Personal Health & Well-Being Assessment (PHA)

Incentive Programs

Personal Health Coaching Program…………………………800-678-6269
Care Coordination Program……………………………………800-678-6269
Ohio State 24/7 NurseLine……………………………………800-678-6269
Ohio State Employee Assistance Program (EAP)……………800-678-6265
- 24/7/365 live connection osuhealthplan.com/OhioStateEAP
- Employee Assistance Program serving faculty, staff and their families

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Flexible Spending Accounts Plan Overview

Introduction

This Specific Plan Details document (SPD) describes The Ohio State University Flexible Spending Accounts Plan (FSA Program) which allows eligible employees to reimburse themselves for eligible out-of-pocket health care and dependent care expenses through pre-tax payroll deductions. If you enroll in a flexible spending account (FSA), you determine how much money you want to contribute to your FSA(s) for the plan year. The money is then withheld from your pay on a pre-tax basis. You will be reimbursed from your FSA(s) as you incur eligible expenses and submit claims for them. You do not have to be enrolled in the university’s medical, dental or vision plans to participate in an FSA.

The FSA Program includes two separate types of accounts:

- A Dependent Care Flexible Spending Account (Dependent Care FSA), which allows you to set aside pre-tax dollars for eligible qualified dependent care expenses. These qualified dependent care expenses are described further in the Dependent Care Flexible Spending Account section of this SPD.
- A Health Care Flexible Spending Account (Health Care FSA), which allows you to set aside pre-tax dollars for eligible health care expenses. These health care expenses are described further in the Health Care Flexible Spending Account section of this SPD.

This SPD refers to the Dependent Care FSA and the Health Care FSA collectively as the “FSAs”.

The FSA Program is intended to qualify as a “cafeteria plan” under the Internal Revenue Code and will be interpreted in a manner consistent with the requirements of Sections 105, 125 and 129 of the Internal Revenue Code and the regulations thereunder. In addition, it is intended that benefits paid or expenses reimbursed to participants under the FSAs will be excludible from their gross incomes under the Internal Revenue Code. All amounts payable under the FSAs will be paid from the general assets of the university.

TASC (Total Administrative Services Corporation) is the university’s third party administrator for the FSA Program.

About this Booklet

The information contained in this SPD is intended to be used as a summary of and a general guide to the FSA Program. This SPD does not include all FSA Program details. The university has the sole authority to interpret the terms and conditions of and address questions that arise under, the FSA Program. If any provision of this SPD conflicts with the terms of the FSA Program document, the terms of the FSA Program document shall prevail over this SPD.

For More Information

If you would like additional information about the FSA:

- Access the FSA website at hr.osu.edu/MyFSA. This website contains a copy of the FSA SPD, enrollment forms, reimbursement forms, FSA worksheets and a list of eligible and ineligible health care expenses. On this website is also a link to Employee Self Service where enrolled participants log on to their FSA(s) to file claims, track expenses, or check their current account balances.
- Access the Office of Human Resources (OHR) website at hr.osu.edu. This website contains information regarding your appointment classification, benefits eligibility, forms and other general information.
- Contact TASC, the university’s third party administrator: TASC Customer Service at 855-FLEX-OSU (353-9678) for questions related to your FSA(s).
- Contact the OHR Customer Service Center at 614-292-1050, 800-678-6010 or service@hr.osu.edu for enrollment questions.
- Contact your department human resources professional for information regarding your appointment classification, benefits eligibility, forms and other general information.
- Contact your personal tax advisor for questions regarding how participation in the FSA Program may impact your taxes.

NOTE: Any person who, with intent to defraud or knowing that he or she is facilitating a fraud against an insurer, submits an application, or files a claim containing a false or deceptive statement is guilty of insurance fraud.
## Eligibility for Participation

Faculty and staff who hold eligible appointments of at least 50% full-time equivalency (FTE), as determined by the university, are eligible to participate in the FSA. If you are unsure whether you are eligible to participate in the FSA, you should speak to your department human resources professional or go to hr.osu.edu/benefits/benefiteligibility.aspx.

**Note:** You do not need to enroll or participate in the university’s medical, dental, or vision plans in order to participate in an FSA.

## Enrolling in an FSA

- **Enrollment may occur at the following times:**
  - During an open enrollment period;
  - Within 31 days of employment in an eligible appointment; or
  - Within 31 days of a qualifying status change, as described in “Limitations on Changes to an FSA Election” below.
- You can elect to enroll in a Health Care FSA, a Dependent Care FSA, or both by making an election online via Employee Self Service or by completing an FSA Election Form.
- The plan year is the 12-month calendar year, beginning on January 1 and ending on December 31.
- Participation in an FSA is completely voluntary; you decide which FSA (if any) meets your needs. If you choose to enroll, you must decide how much money you want to contribute to each FSA for the plan year and you must agree to a corresponding reduction in your pay.

**Important:** Enrollment in an FSA is NOT automatic. You must enroll each open enrollment period if you would like to have an FSA for the following plan year.

## Annual Open Enrollment

- You may enroll in an FSA during the university’s annual open enrollment period. The election you make will become effective on January 1 of the following plan year. If you enroll during the university’s annual open enrollment period, you will receive a Benefits Confirmation Statement following the annual open enrollment period. This is your final opportunity to verify your FSA elections before the new plan year begins.
- If you do not enroll during the annual open enrollment period, you will be deemed to have elected not to participate in an FSA for the following plan year.

## Newly Eligible Employees

- You must enroll within 31 days of your date of hire (or the date you become employed in an eligible appointment) in order to participate in an FSA. In this case, the election you make will be in effect for the remainder of the then current plan year.
- If you do not enroll within the 31-day period, you will be deemed to have elected not to participate in an FSA for the remainder of the plan year.

## Qualifying Status Change

- You must enroll within 31 days of a qualifying status change in order to participate in the FSA. In this case, the election you make will be in effect for the remainder of the then current plan year.
- If you do not enroll within the 31-day period, you will be deemed to have elected not to participate in an FSA for the remainder of the plan year.

## Limitations on Changes to an FSA Election

Once you enroll in an FSA, you cannot stop or change your contributions during a plan year unless you have a qualifying status change. If a qualifying status change occurs, IRS rules generally require that changes to participation and/or contributions during the plan year must be made on account of and consistent with that status change.

**Note:** You can change your contributions to an FSA during an annual open enrollment period; changes made during an annual open enrollment period are effective January 1 of the following plan year.

## Qualifying Status Change Event Examples

- Qualifying status change events include:
  - Change in your legal marital status (marriage, death of a spouse, divorce, legal separation or annulment);
  - Change in the number of your dependents (birth, death, adoption or placement for adoption);
  - Change in your employment status or the employment status of your spouse or your dependents (termination or commencement of employment, strike or lockout, commencement of or return from an unpaid leave of absence or change in worksite);
  - Change in your employment status or the employment status of your spouse or dependent that results in the individual becoming eligible, or ceasing to be eligible, under any cafeteria plan or other employee benefit plan of your employer or the employer of your spouse or dependent;
  - Event that causes your dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age or any similar circumstances; or
  - Change in your place of residence or change in the place of residence of your spouse or dependent.

- In addition, you **might** be able to make a change under the following circumstances:
  - Judgment, decree, or order requiring you to enroll eligible dependents in health coverage (Health Care FSA only; 31-day time limit does not apply);
  - Certain leaves of absence; or
  - Significant change in cost or availability of coverage
  - Change in dependent care provider (Dependent Care FSA only).
### Enrollment and Participation in the FSA

#### If a Qualifying Status Change Occurs
- If a qualifying status change occurs, you must make an election via Employee Self Service or complete an FSA Election Form to make changes to your FSA election(s). Documentation is required for qualifying status changes.
- The completed form must be submitted to the Office of Human Resources Customer Service Center within 31 days of the qualifying status change. The university must approve any qualifying status change.
- Changes to your coverage and contributions will be effective as of the date of the qualifying status change.

#### Important:
If you do not complete and submit an FSA Election Form or make an election via Employee Self Service within 31 days of the date of the qualifying status change, you will not be allowed to make a change until the next annual open enrollment period or upon the occurrence of a future qualifying status change.

#### Effective Date of Participation
If a timely election is made, an employee’s effective date of participation in the FSA will take effect as follows:
- January 1 of a new plan year, if the election is made during and as part of annual open enrollment.
  - If you are enrolling during the university's annual open enrollment period, you will receive a Benefits Confirmation Statement following the annual open enrollment period. This is your final opportunity to verify your FSA elections before the new plan year begins.
- Date of hire or transfer into an eligible appointment
- Date of a qualifying status change

#### Account Access
- **Online Access:** You can access your FSA account online 24 hours a day, seven days a week. From your online account, you can check your account balance, track expenses, file a manual claim and set up communication preferences. To access your account, log in to Employee Self Service using your Ohio State user name and password. Click on the eBenefits icon, then on My FSA.
- **MyTASC Mobile App:** You can manage your account with the MyTASC mobile app. Securely check real-time balances, request a reimbursement, view transaction details and use your mobile device’s camera to take a picture of any receipt.
- **Call TASC Customer Service:** 855-FLEX-OSU (353-9678).

#### Availability of Funds

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| **Dependent Care**      | The maximum reimbursement you can get is equal to the then current account balance in your Dependent Care FSA. If an eligible request is made in an amount that exceeds your account balance, the remaining amount will be paid when additional funds are available in your account.
| **Health Care**         | Health Care FSA funds: annual election amount available upon effective date. Your entire annual election amount is available for reimbursement from the first day of the plan year. There does not need to be sufficient funds deposited in the account at the time of reimbursement.
| **Reimbursement Options** | Direct deposit: With direct deposit, reimbursement is quick and easy. Once your claim is approved, your reimbursement will be deposited into your bank account in less than 72 hours if funds are available. Online account management gives you the flexibility to direct reimbursements to one or more accounts. Setting up direct deposit is easy:
  1. Log on to Employee Self Service, look for the eBenefits icon and click on My FSA under eBenefits.
  2. Click on Manage My Accounts, then click on Manage Direct Deposit.
  3. Enter the information for your accounts.
| **Termination of Participation** | In general, your participation in an FSA will terminate on the earliest of the following:
  - December 31 of the applicable plan year (i.e., the last day of the plan year for which the benefit was elected). In this case, you must re-enroll in an FSA during the annual open enrollment period to participate in an FSA during the following plan year;
  - The date your employment with the university terminates, including due to your retirement;
  - The date you revoke your election to participate in an FSA by submitting elections via Employee Self Service or an FSA Election Form to the Office of Human Resources within 31 days of a qualifying status change;
  - The date you transfer to an ineligible appointment or no longer meet the eligibility requirements;
  - The date the university terminates the FSA Program; or
  - The date as of which you fail to pay any required contributions to the FSA (after taking into account any applicable grace period).
| **Note:** Qualifying status change determinations are made by the university in accordance with the FSA Program and IRS rules. Documentation of a qualifying status change event is required and must be submitted via eBenefits or by completing an FSA Election Form. See “If a Qualifying Status Change Occurs” on the next page.

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*The Ohio State University Office of Human Resources*  
*Flexible Spending Accounts – Specific Plan Details Document*  
*Edited 12/23/2014*
## Enrollment and Participation in the FSA

### Continuing Health Care FSA Participation Under COBRA

Even if you are no longer eligible to participate in a Health Care FSA, you (and, in some cases, your dependents) can continue to contribute to the Health Care FSA for a limited time on an after-tax basis under a federal law known as COBRA (Consolidated Omnibus Budget Reconciliation Act).

**Note:** You cannot continue contributing to a Dependent Care FSA under COBRA.

### Eligibility

Continued coverage under Health Care FSA COBRA is available if your coverage ends because:

- Your employment with the university terminates for any reason other than gross misconduct;
- Your appointment with the university drops below 50% FTE;
- You divorce or legally separate from your spouse;
- You die.

### Cost of Coverage

Your Health Care FSA COBRA contributions will be the same amount you were contributing before losing coverage plus a 2% administrative fee. As mentioned above, your contributions will be made on an after-tax basis, which means they will no longer be tax-free.

### Termination of Coverage

Your coverage under Health Care FSA COBRA generally will end on the earlier of the last day of the plan year or on the last day of the month in which contributions are received.

### Payment of Contributions

Your first Health Care FSA COBRA contribution will be due within 45 days after your initial election of Health Care FSA COBRA continuation coverage. Subsequent contributions will be due on the first day of each subsequent month for that month’s coverage. All payments should be made payable to TASC and sent to TASC, P.O. Box 381717, Birmingham, AL 35238.

### Additional Information, including Enrollment

For more information and enrollment materials regarding Health Care FSA COBRA, you should contact TASC Customer Service at 855-FLEX-OSU (353-9678).
Dependent Care Flexible Spending Accounts

Overview of Dependent Care FSAs

- A Dependent Care FSA is used to reimburse yourself with tax-free funds for qualified dependent care expenses, as described below. Your contributions to a Dependent Care FSA are deducted from your pay on a pre-tax basis. The contributions are deducted in equal biweekly or monthly deductions, consistent with your pay schedule. Amounts contributed to a Dependent Care FSA are not invested or credited with interest.
- You can elect to participate in a Dependent Care FSA by enrolling at Employee Self Service, click on the eBenefits icon, or by submitting an FSA Election Form. See “Enrolling in an FSA” section of this SPD (page 5).

Minimum and Maximum Contributions

You may choose a plan year contribution of any whole dollar amount, within the following minimum and maximum:
- Minimum plan year contribution: $250
- Maximum plan year contribution: $5,000 or $2,500 if you are married and file your Federal income tax return separately from your spouse.

Potential Tax Savings

- Contributions to your Dependent Care FSA are deducted from your pay on a pre-tax basis. Therefore, you do not pay taxes on these amounts. In addition, reimbursements from your Dependent Care FSA are tax-free. **Note:** You cannot take a tax deduction for any expenses reimbursed through your Dependent Care FSA.
- A Dependent Care FSA may not provide the greatest tax advantage for all employees. You may gain greater tax savings by claiming available tax credits on your federal and state income tax returns. You should consult with your tax advisor to determine which option may be more advantageous.

Using a Dependent Care FSA

Once you elect to participate in a Dependent Care FSA:
- Your contributions will accumulate in your Dependent Care FSA during the plan year.
- If you incur an eligible dependent care expense, you may be reimbursed from your Dependent Care FSA by:
  - Filling out an FSA – Dependent Care Request for Reimbursement and faxing or mailing it to TASC with copies of appropriate receipts.
  - Filing a claim online: log on to Employee Self Service, look for the eBenefits icon and click on the My FSA link. Scan and upload appropriate receipts.
  - Filing a claim using the WealthCare Mobile from TASC mobile app and using your mobile device to take a photo of appropriate receipts. **Note:** You can only be reimbursed up to the then current balance in your Dependent Care FSA when you file the request for reimbursement.
- Eligible dependent care expenses for which you are requesting reimbursement must be incurred during the plan year or the grace period (for the 2015 plan year, January 1, 2015 – March 15, 2016), subject to your eligibility to participate in the FSA.
- The money reimbursed from your Dependent Care FSA is paid directly to you. For additional information about available reimbursement methods, please see “Reimbursement Options” section of this SPD (page 6). Requests for reimbursement from your Dependent Care FSA must be submitted no later than the March 31, 2016 following the end of the plan year. Any unused amounts remaining in your Dependent Care FSA after this deadline (March 31, 2016) will be forfeited. See “IRS Use It or Lose It Rule” section of this SPD (page 13).

Nontransferability; Forfeitures

- Calculate the amount that you contribute to your Dependent Care FSA carefully.
- You cannot transfer funds from your Dependent Care FSA to a Health Care FSA. Furthermore, any amount remaining in your Dependent Care FSA as of the end of the reimbursement period must be forfeited. See “IRS Use It or Lose It Rule” section of this SPD (page 13).

Qualified Dependent Care Expenses

- Qualified dependent care expenses are expenses for a qualified dependent that are incurred by you or your spouse (if you are married) and that would be considered employment-related expenses under Section 21(b)(2) of the Internal Revenue Code and under the FSA Program. The expenses generally must be incurred to enable you and your spouse to be gainfully employed.
- In general, a “qualified dependent” for a Dependent Care FSA is an individual who is:
  - your dependent who is under the age of 13;
  - your dependent who is mentally or physically incapable of caring for himself or herself and who lives with you for more than one-half of the plan year; or
  - your spouse (if you are married) who is mentally or physically incapable of caring for himself or herself and who lives with you for more than one-half of the plan year.

Continued on next page...
### Qualified Dependent Care Expenses, continued

- **IRS Publication 503** outlines examples of qualified dependent care expenses. These expenses may include:
  - Before and/or after school care programs.
  - Care provided by a private babysitter who claims the income on the federal tax returns (provider cannot be an IRS tax dependent or a dependent under the age of 19).
  - Home or daycare for eligible disabled IRS tax dependents who spend at least eight hours per day in your home.
  - Licensed day-care providers.
  - Summer day camps or similar programs for dependents under the age of 13, even if the camp specializes in a particular activity.
  - The cost of transportation to or from a place where care is provided, but only if furnished by the dependent care provider.
  - Application fees, agency fees and deposits required to “hold a spot” or obtain care (not reimbursable if the deposit is forfeited or care is not provided because the dependent goes to another provider).

- Qualified dependent care expenses are determined by the university in its sole discretion and in accordance with the FSA Program and IRS rules.

### Expenses Not Eligible for Reimbursement

- **IRS Publication 503** also outlines examples of expenses that are not eligible for reimbursement from your Dependent Care FSA. Under IRS guidance, the following expenses are not eligible for reimbursement from your Dependent Care FSA:
  - Expenses incurred for child care for a domestic partner’s dependent child(ren) unless the individual is your tax dependent.
  - Non-employment related care, such as baby-sitting fees during nonworking hours.
  - Payments for care provided by a child’s parent or step-parent (e.g., your former spouse who is the child’s non-custodial parent).
  - Convalescent or nursing home expenses for a parent of a disabled spouse.
  - Overnight camp expenses.
  - Educational expenses for a child in kindergarten, first grade or above. Certain kindergarten expenses may be eligible if you can demonstrate that all or a portion of the expenses are primarily for the care of a child (and not educational in nature). Kindergarten expenses that are strictly educational in nature (and billed as tuition) are not eligible for reimbursement.
  - Child care expenses that enable you or your spouse to do volunteer work.
  - Health care expenses for your dependents.
# Health Care Flexible Spending Accounts

## Overview of Health Care FSAs
- A Health Care FSA allows you to pay for eligible health care expenses with tax-free funds. Your contributions to a Health Care FSA are deducted from your pay on a pre-tax basis. Those contributions are deducted in equal biweekly or monthly deductions, consistent with your pay schedule. Amounts contributed to a Health Care FSA are not invested or credited with interest.
- You can elect to participate in a Health Care FSA by enrolling at Employee Self Service, click on the eBenefits icon, or by submitting an FSA Election Form. See “Enrolling in an FSA” section of this SPD (page 5).

## Minimum and Maximum Contributions
- You may choose a plan year contribution of any whole dollar amount, within the following minimum and maximum:
  - Minimum plan year contribution: $100
  - Maximum plan year contribution: $2,500

## Potential Tax Savings
- Contributions to your Health Care FSA are deducted from your pay on a pre-tax basis. Therefore, you do not pay taxes on these amounts. In addition, reimbursements from your Health Care FSA are tax-free. **Note:** You cannot take a tax deduction for any expenses reimbursed through your Health Care FSA.
- You should consult with a tax advisor to determine whether you should participate in a Health Care FSA.

## Using a Health Care FSA
Once you elect to participate in a Health Care FSA:
- Your contributions will accumulate in your Health Care FSA during the plan year.
- If you incur an eligible health care expense, you may be reimbursed from your Health Care FSA by:
  - Using your Health Care Flex Card.
  - Filing out an FSA – Health Care Request for Reimbursement and faxing or mailing it to TASC with copies of appropriate receipts.
  - Filing a claim online: log on to Employee Self Service, look for the eBenefits icon and click on the My FSA link. Scan and upload appropriate receipts.
  - Filing a claim using the WealthCare Mobile from TASC mobile app and using your mobile device to take a photo of appropriate receipts.
- You can be reimbursed for expenses up to your entire annual election amount for the plan year, even if the full amount has not been deducted from your pay and deposited in your Health Care FSA.
- Eligible expenses for which you are requesting reimbursement must be incurred during the plan year or the grace period (for the 2015 plan year, January 1, 2015 – March 15, 2016), subject to your eligibility to participate in the FSA.
- The money reimbursed from your Health Care FSA is paid directly to you. For additional information about available reimbursement methods, see “Reimbursement Options” section of this SPD (page 6). Requests for reimbursement from your Health Care FSA must be submitted no later than the March 31, 2016. Any unused amounts remaining in your Health Care FSA after this deadline (March 31, 2016) will be forfeited. See “IRS Use It or Lose It Rule” section of this SPD (page 13).

**Important:** An eligible health care expense must be incurred before you can be reimbursed from your Health Care FSA. You “incur” expenses when the care is provided, rather than when you are billed or pay for the care with the exception of orthodontia expenses. A special rule applies to orthodontia expenses. You may be reimbursed for orthodontia expenses before the services are actually provided, but only to the extent you have actually made the payments in advance of the services in order to receive them. For more information regarding orthodontia expenses, see “Orthodontia Reimbursement Guidelines” Addendum to this SPD (page 16).

## Health Care Flex Card
**Health Care Flex Card:** If you have a Health Care FSA, present your Health Care Flex Card at the point-of-service to directly access your Health Care FSA funds when paying for eligible expenses for you and your eligible dependents. You should retain your receipts for the expenses that you pay for with your Health Care Flex Card, as you may be required to substantiate those expenses. If documentation for expenses is requested and you do not supply documentation upon that request, the expenses will be considered ineligible and you will have to repay that expense to your Health Care FSA. Your Health Care Flex Card will be inactive until your account is reimbursed.

**Important:** Your Health Care Flex Card is valid for a three-year period. You should retain your card for future plan years if you plan on re-enrolling in the Health Care FSA during the annual open enrollment period.

## Nontransferability; Forfeitures
- Calculate the amount that you contribute to your Health Care FSA carefully.
- Calculate the amount that you contribute to your Health Care FSA carefully. You cannot transfer funds from your Health Care FSA to a Dependent Care FSA. Furthermore, any amount remaining in your Health Care FSA as of the end of the reimbursement period will be forfeited. See “IRS Use It or Lose It Rule” section of this SPD (page 13).

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### Examples of Eligible Health Care Expenses

The following list, while not intended to be complete, illustrates expenses that may be reimbursed under the Health Care FSA. Restrictions may apply. For detailed explanations of these expenses, or for additional information regarding eligible health care expenses, you should review the list online at [hr.osu.edu/MyFSA](http://hr.osu.edu/MyFSA).

- Eligible health care expenses must be primarily to alleviate or prevent a physical or mental defect or illness and may include, but are not limited to:
  - Breast pumps and supplies that assist lactation.
  - Copayments/Coinsurance – your payments or share of the cost for medical, dental, vision, or prescription drug expenses.
  - Diabetic supplies, including blood-sugar test kits and test strips, glucose-monitoring equipment and insulin.
  - Laboratory fees when they are part of medical care.
  - Vision correction procedures, including laser procedures such as Lasik and radial keratotomy.

**Note:** Over-the-counter (OTC) medications and drugs purchased without a prescription, except insulin, are not eligible expenses. Eligible OTC supplies purchased after January 1, 2014 do not require a prescription for reimbursement.

### Examples of Ineligible Health Care Expenses

The following list, while not intended to be complete, illustrates expenses that cannot be reimbursed under the Health Care FSA. For detailed explanations of these expenses, or for additional information regarding ineligible expenses, you should review the information online at [hr.osu.edu/MyFSA](http://hr.osu.edu/MyFSA).

- Babysitting and child care, dependent care expenses
- Controlled substances (e.g., marijuana, laetrile) in violation of federal law
- Cosmetic procedures, including, but not limited to, face lifts, hair removal or transplants, electrolysis, teeth whitening and veneers
- Cosmetics and toiletries, including but not limited to: face creams, cologne, dental floss, deodorant, feminine hygiene products (tampons, etc.), hair colorants, hand lotion, lipsticks, makeup, moisturizers, mouthwash, nail polish, perfume, permanent waves, shampoo, shaving cream or lotion, skin moisturizers, soaps, toothbrush and toothpaste
- Over-the-counter (OTC) medications and drugs purchased without a prescription (except insulin)
- Surrogate or gestational carrier expenses

### Qualified Reservist Distributions

If you are a member of a reserve component (the Army National Guard, the Army Reserve, the Navy Reserve, the Marine Corp Reserve, the Air National Guard, the Air Force Reserve, the Coast Guard Reserve or the Reserve Corps of the Public Health Service) and you are ordered or called to active duty for a period in excess of 180 days or for an indefinite period, you may request and receive a “qualified reservist distribution” from your Health Care FSA. A qualified reservist distribution is a distribution made during the period beginning on the date you are ordered or called to active duty and ending on the last day that reimbursements for eligible health care expenses could otherwise be made for the 2015 plan year. The maximum amount that may be distributed is amount contributed to the Health Care FSA as of the date of the qualified reservist distribution request less any Health Care FSA reimbursements received (or in process) as of the date of the qualified reservist distribution request. For additional information regarding qualified reservist distributions, contact Customer Service at 614-292-1050 or [service@hr.osu.edu](mailto:service@hr.osu.edu).
IRS “Use It or Lose It” Rule

**Overview of the Rule**

- You should carefully calculate the amount you contribute to a Dependent Care FSA and/or a Health Care FSA for a particular plan year.
- It is very important to plan conservatively because:
  - The IRS requires that any amount remaining in your FSA(s) at the end of the reimbursement period (January 1, 2015 through March 31, 2016, with regard to the 2015 plan year) be forfeited. This is known as the IRS “use it or lose it” rule.
  - You cannot transfer money from one FSA to another. In other words, you cannot use your Dependent Care FSA to reimburse health care expenses and you cannot use your Health Care FSA to reimburse dependent care expenses.
- There are no exceptions to these rules.

**Important Dates and Deadlines**

<table>
<thead>
<tr>
<th>Important Dates and Deadlines</th>
<th>For FSA Plan Year 2015, subject to your eligibility to participate in the FSA Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan Year</strong></td>
<td><strong>January 1 – December 31, 2015</strong></td>
</tr>
<tr>
<td><strong>Incurred Date Window</strong></td>
<td><strong>January 1, 2015 – March 15, 2016</strong></td>
</tr>
<tr>
<td><strong>Reimbursement Period</strong></td>
<td><strong>January 1, 2015 – March 31, 2016</strong></td>
</tr>
<tr>
<td><strong>Reimbursement Filing Deadline</strong></td>
<td><strong>March 31, 2016</strong></td>
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### Notice of Denial of Claim

If a claim under your Dependent Care FSA or Health Care FSA is denied in whole or in part, you will receive a written notice. The notice will be provided within 30 days after receipt of the claim and will include the following:

- The reason for denial;
- A reference to the pertinent FSA Program provisions on which the denial is based;
- A description of any additional material or information necessary for you to perfect the claim and an explanation of why that material is necessary; and
- An explanation of the claim review procedures and time limits applicable to those procedures.

### Appealing a Denied Claim

- If you wish to appeal a denied claim, you may request a review of the denial by completing a benefits appeal form within 180 days after you receive the notice described above. A decision will be made on the appeal within 60 days after the request for review is received. Please contact the Office of Human Resources, Customer Service at 614-292-1050 or service@hr.osu.edu if you have questions or to receive an appeal form.
- All determinations by the university’s FSA administrator are final and binding. You must exhaust the claims and appeal procedures of the FSA before you may file suit in court. If you exhaust those procedures and decide to file suit in court, that suit must be brought within 180 days following the date that the decision to deny your appeal was made.
## Amendment or Termination of the FSA

<table>
<thead>
<tr>
<th>Amendment</th>
<th>The university unilaterally reserves the right to amend or modify the FSA Program at any time and for any reason or no reason, except to the extent provided in a collective bargaining agreement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Termination</td>
<td>The university unilaterally reserves the right to discontinue or terminate the FSA Program, or specific benefits provided by the FSA Program, at any time and for any reason or no reason, except to the extent provided in a collective bargaining agreement. Any such discontinuation or termination will be done without prejudice to claims incurred prior to the termination date.</td>
</tr>
</tbody>
</table>
Orthodontic treatment is typically rendered over an extended period of time. Orthodontists typically bill for services in one of two ways: (1) upfront deposit plus monthly payments over the course of treatment or (2) upfront payment in full. In both cases, visits to the orthodontist for treatment may occur several times a month, or once every few months for adjustments.

The university allows reimbursement for pre-paid orthodontia expenses, up to your Health Care FSA election amount, regardless of the date of service. The payment must have been made during the applicable FSA plan year. Only the portion of your orthodontic payment(s) that are not paid by your dental insurance or any other plan is considered an eligible expense.

**Note:** Orthodontia differs from other dental procedures that require the actual service to be performed and paid for within the FSA plan year.

| **Initial Evaluation Fees** | Initial orthodontia services, such as moldings, diagnostic records fees, consultation fees, etc., are reimbursable when performed if the expenses are separate from the contracted treatment. These expenses are typically not included in the total treatment cost for orthodontia and would require a fully completed claim form with an itemized bill. If these services are performed during the FSA plan year in which you are requesting reimbursement, they will be considered eligible expenses. |
| **Upfront Deposit** | It is a common practice for providers to require an upfront deposit before the start of orthodontia treatment. This expense is eligible for reimbursement with a fully completed claim form, an itemized bill indicating the upfront deposit and proof of payment. |
| **Monthly Payments** | A monthly liability for orthodontic treatment is reimbursable from:  
- An orthodontist coupon booklet indicating monthly payments. You need to include a receipt showing that payment has been made if the due date on the coupon has not yet occurred  
- A paid receipt indicating the payment date  
- A monthly statement that indicates the payment amount. You need to include a paid receipt if the date of service has not yet occurred.  
- A Loan Coupon1  
  - Loan agreement where orthodontics is specified and the pay date is indicated.  
  - Orthodontic provider contract/treatment plan that consists of total charge, banding date and estimated treatment that can be reconciled to the payment information from the bank.  

1Finance charges are not eligible for reimbursement. |
| **Full Payment for Orthodontic Treatment** | If payment is made in full for the orthodontic treatment and proof of payment is included with the completed claim form, the full payment amount will be reimbursed up to your Health Care FSA election amount. |