Flexible Spending Accounts

Office of Human Resources, HR Connection
Flexible Spending Accounts

HealthEquity
**Health Care FSA**
Eligible health care expenses incurred by you, your spouse, or your eligible dependents

**Dependent Care FSA**
Care for dependent children under 13 or adult dependents incapable of self-care

<table>
<thead>
<tr>
<th></th>
<th>Minimum Contribution</th>
<th>Maximum Contribution</th>
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<tbody>
<tr>
<td>Health Care FSA</td>
<td>$ 100</td>
<td>$ 2,850</td>
</tr>
<tr>
<td>Dependent Care FSA</td>
<td>$ 250</td>
<td>$ 5,000</td>
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What is an Eligible Health Care FSA Expense?

Out of pocket health care expenses incurred by you and your eligible dependents

Examples of eligible Health Care FSA expenses*

- Health plan deductibles and coinsurance
- Eye exams, contact lenses, and glasses
- Prescription drugs
- Dental care (including orthodontia)
- Feminine hygiene products
- Over-the-counter (OTC) drugs and medications

*A full listing of eligible expenses is available online at https://hr.osu.edu/benefits/fsa/health-care/*
How do I file for reimbursement from my Health Care FSA?

**Option 1:** Use the Health Equity Health Care Card to pay for eligible expenses at the point-of-service.

**Option 2:** The EZ Receipts mobile app allows you to upload documentation and submit for reimbursement.

**Option 3:** The Health Equity Portal allows you to submit an invoice for direct payment to a provider or upload documentation for reimbursement.

**Option 4:** Submit a paper claim by fax or mail.
Who is an Eligible Dependent?
Dependent children under age 13
Adult dependents incapable of self-care

What is an Eligible Dependent Care FSA Expense?
Child and dependent care expenses (daycare, private sitter, summer day camp) that would otherwise be eligible for a tax credit by the IRS

How do I file for reimbursement from my Dependent Care FSA?
You can only be reimbursed up to the current balance deposited in your Dependent Care FSA Account. Claims can be filed via the Health Equity Portal, using the EZ Receipts mobile app, or by submitting a paper claim form. Copies of appropriate receipts must be included regardless of filing method.

Not for your dependents’ health care expenses
Flexible Spending Account (FSA)

**FSA Timeline**

- **Enroll**
  - Hire or Eligibly Date
  - Enroll during open enrollment, within 30 days of employment in an eligible appointment, or within 30 days of a qualified status change

- **Contribute**
  - Contributions
  - Contributions deducted in equal installments through December 31st

- **March 15**
  - Last Date to Incur Eligible Expenses
  - March 15th of the following plan year

- **March 31**
  - Reimbursement Deadline
  - Use-or-lose deadline, any funds left in the account after this date are forfeited
To Access Your Online Account

**Step 1:**
Log into Workday

**Step 2:**
Click the Global Navigation Panel menu icon (≡ MENU)

**Step 3:**
Click the Benefits Shield on the applications menu (🛡 Benefits)

**Step 4:**
Under external links
Click My FSA/HRA/LSA

**Step 5:**
Check your account balance, track expenses and file claims for reimbursement
Additional Details:

- You must re-enroll every year

- Contribution levels cannot be changed unless a “Qualifying Event” occurs

- FSA funds do not transfer between accounts

- Dependent Care FSA will be automatically terminated during a leave of absence exceeding 30 days and you must re-enroll in Dependent Care FSA (if desired) within 30 days of your return from leave

- If you participate in a Health Care FSA, it will remain available during your leave.

- Unused funds are forfeited
Questions?

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