



**BOSTON COLLEGE
BENEFITS OFFICE**

November 2016

TO: Benefits-Eligible Employees

FR: Jack Burke, Benefits Director

RE: **FLEXIBLE SPENDING ACCOUNT PLAN – Enrollment for 2017**

The **Open Enrollment** period for the Flexible Spending Account (FSA) plan for calendar year 2017 is **November 1, 2016 through December 2, 2016**. The plan consists of a **Health Care Account** and a **Dependent Care Account**.

Flexible Spending Accounts allow you to save taxes on money you spend for certain uncovered medical/dental and/or dependent care (e.g., child care) expenses. You set aside money through payroll deductions throughout the year to pay for predictable expenses, and the amounts are deducted from your pay before federal, state and Social Security taxes are withheld. Because you pay no taxes on your FSA deposits, you effectively have more money to spend during the year. In most cases, the only time you can join the FSA for 2017 is during this Open Enrollment period.

PLAN HIGHLIGHTS

- **Health Care Account** – Used to pay for medical and dental expenses not covered by an insurance plan. Some eligible expenses are: deductibles and copayments under health insurance and dental plans; orthodontic care; chiropractic care; prescription eyeglasses and contact lenses. Expenses solely for cosmetic reasons or for the maintenance of general health, and over-the-counter medications not accompanied by a prescription, are not eligible expenses for medical care. Some ineligible expenses are teeth bleaching, rogaïne, and vitamins (unless prescribed), as well as, insurance premiums for medical, dental and Long-Term Care coverage. The **maximum contribution for 2017 is \$2,600** per year; the minimum is \$100 per year.
- **Dependent Care Account** – Used to pay for certain dependent care expenses (child care, after school programs, summer camps) incurred because you (and your spouse, if married) are employed. Eligible expenses include costs for the care of dependent children age 12 and under or for elderly or disabled family members who are incapable of self-care and are dependent on you for financial support. This account is not for medical expenses for dependents. The **maximum contribution is \$5,000** per year and may be less in certain cases (e.g., the limit is \$2,500 if you are married filing separately).
- **Deductions** – You decide the amount you want to contribute to either or both accounts for the year, and that amount is deducted from your paychecks in equal increments during the year. **You may not change or stop your deductions during the year** unless your family status

changes (due to marriage or birth of a child, for example), and the action must be consistent with the status change. You cannot switch funds between accounts.

- **Reimbursements** – You submit claims and supporting documentation for expenses incurred during a plan year for payment from the appropriate account. Claims are submitted to *WageWorks*, the third-party administrator, and reimbursements are paid to you directly. [However, see comments below about the **“Debit Card”** for Health Care expenses and the **“Pay the Provider”** option.]
- **“Debit Card” for Health Care Expenses** – Health Care FSA participants will receive the *WageWorks* “Healthcare Card.” It can be used to pay for eligible health care expenses at pharmacies, medical providers, and certain large grocery and department stores. The cost of eligible purchases made with the card is automatically deducted (‘debited’) from your FSA Health Care Account. [A second card, for a dependent, may be obtained from *WageWorks* at no charge.]

The Debit Card may only be used for eligible health care expenses you incur while covered under the plan. Keep receipts when you use the card. *In some cases, including all dental and vision care expenses, you will still need to file documentation with WageWorks* so they can verify that the expenses meet IRS FSA guidelines. *WageWorks* will notify you if verification is needed. You need to reimburse your account for any use of the card for ineligible expenses.

Remember: The **Debit Card cannot be used to purchase over-the-counter medicines and drugs unless they are prescribed by a physician.**

- **“Pay the Provider” Option** – At times you can instruct *WageWorks* to pay your provider directly from your FSA account. This feature is particularly useful for Dependent Care expenses. (The amount to be paid must be in your account.) Instructions can be found in the “Quick Start Guide” that will be sent after you enroll in the plan, and that is also included on B.C.’s Open Enrollment website.
- **“Carryover” Feature** – This provision will allow the carryover of a remaining balance (minimum \$25, maximum \$500) from your 2017 Health Care FSA to your 2018 FSA. The carryover provision does not apply to the Dependent Care FSA. **Unused funds over \$500 (or under \$25) in the Health FSA will be forfeited, in accordance with IRS regulations.**
- If you terminate employment, you may not submit claims for services incurred after your termination date, unless you continue to make the same monthly contributions by personal check through the Benefits Office (for the Health Care FSA only). If you go on unpaid leave, you may continue to participate in the plan. When possible, contributions will be collected with catch-up payroll deductions after the leave ends.

ENROLLMENT FOR 2017

Please note the **enrollment deadline is Friday, December 2nd**. If you do not enroll during this Open Enrollment period, you will normally not be able to enroll until the next enrollment period for 2018.

- **On-line Enrollment** – Directly through *WageWorks*

If you are a **current** *WageWorks* FSA participant, you simply log-on to your *WageWorks* account to re-enroll for 2017.

1. www.WageWorks.com
2. Click on orange “Log In / Register” button in the upper right hand corner
3. Click on the “Employee Log In” button
4. Enter your username and password
5. Once logged in, click on the Open Enrollment link on the left hand side of the page

If you are enrolling in the Flexible Spending plan for the **first time**, please follow the step by step instructions entitled “**Instructions for Online FSA Enrollment**” (can be found on the FSA Open Enrollment link on the Human Resources website under ‘News’). You will need an email address to enroll online through *WageWorks*.

If you encounter problems or you have questions, call *WageWorks* at **1-877-924-3967**, 8:00 a.m. to 8:00 p.m. (M-F). *[If you need further assistance, you may come to the Benefits Office at 129 Lake Street, on the Brighton Campus, email benefits@bc.edu, or call ext. 2-3329.]*

- You may enroll in the Health Care FSA or the Dependent Care FSA (or both). **Be careful to enroll in the correct plan.** The Dependent Care Account is for expenses incurred because you (and your spouse) work (daycare costs, for example). **It is *not* for medical or dental expenses for your children/dependents.**
- **Communications** -- Most communications from *WageWorks* will be sent by email or text. You may provide the email and/or phone number you prefer, and you may elect to have claim processing notices mailed if you want. Go to the “Profile” tab in the enrollment website to indicate your ‘Preferences’ and ‘Contact Information.’ If you elect to receive email communications, *WageWorks* will send you an email confirmation of your FSA election(s).

NOTE: For 2017, the Commuter Benefit is also being administered through *WageWorks*. Crosby Benefits became a subsidiary of *WageWorks* in 2015. Both the FSA and the Commuter Benefits are now on one website/platform. Questions about the Commuter Benefit can be directed to the Transportation and Parking Office.