

# Health Care Flexible Spending Accounts (HCFSA)

You should consider using an HCFSA if you have predictable out-of-pocket health care expenses, such as insurance co-pays and orthodontia expenses. The money you have set aside from your paycheck in an HCFSA is not subject to federal, state, or Medicare taxes, allowing you to use tax-free money to pay for qualifying expenses.

## How the HCFSA Works

- \$3,200 is the maximum contribution amount for 2024.
- Estimate what you think you will spend for predictable health care expenses in the upcoming Plan Year (January 1, 2024 - December 31, 2024).
- Enroll in the GCPS Online Benefits System by entering the amount you expect to spend this year on the HCFSA page. The annual IRS allowable amount per plan year is outlined in the Employee Portal.
- Beginning with the first paycheck after your effective date, you will see a deduction for your HCFSA.

HCFSA's are pre-funded, allowing you access to the entire election amount at any time during the Plan Year, beginning on your coverage effective date if late. You can use your pre-funded Flex Convenience MasterCard or pay out-of-pocket and submit receipts and completed claim forms. If you submit a claim, you can elect to be reimbursed by a check mailed to the address on file, or elect to have your reimbursements posted directly to your bank account through a direct deposit option.

## Use It or Lose It Rule

HCFSA's are strictly governed by the IRS. Under current regulations, amounts set aside in HCFSA's must be spent for qualified expenses incurred during the plan year, which runs January 1 through December 31. Funds remaining in your HCFSA for which you did not incur an allowable expense on or before December 31 are forfeited. You have 90 days after the end of the plan year. HCFSA funds do not roll over year to year.



## Flex Convenience MasterCard

The Flex Convenience MasterCard works just like a debit card, and allows you to directly pay for your eligible HCFSA expenses at the point of services. This allows you to avoid having to pay out-of-pocket and file a claim for reimbursement. Your card can be used at any authorized provider who accepts MasterCard. The payment that you make to the provider will be deducted directly from your HCFSA account. Your Flex Convenience MasterCard can only be used to pay for eligible expenses, such as:

- Eligible medical, dental, and/or vision expenses not covered under your group plans;
- Prescription co-pays, coinsurance, and deductibles;
- Over-the-counter medicine such as cough drops, heartburn relief and cold medicine;
- Contact lenses, eyeglasses, and other vision expenses not covered by your Vision Plan;
- Chiropractic services; and/or
- Corrective laser eye surgery

For a comprehensive list of eligible expenses visit <https://fsastore.com/fsa-eligibility-list>.

**You must retain all receipts for goods and services that are purchased with your Flex Convenience MasterCard. Medcom will request receipts and/or supporting documentation for charges which cannot be determined to be an exact co-payment match or previously substantiated recurring expense. If you cannot provide appropriate documentation, you will be asked to reimburse your HCFSA for the amount of the purchase. If your card is lost or stolen, please notify Medcom immediately at 1-800-523-7542.**