Welcome to Dependent Care

I enrolled for Dependent Care…

Now what?

Now that you are enrolled, you have two options for reimbursement. If you would like to set up "auto reimbursement" you will have to complete a new Dependent Care Claim Certification Form each plan year and return it to us. We will process your claim when the plan year starts, and you will receive an email confirming your claim has been processed.
If you prefer to be reimbursed periodically, just complete the Dependent Care Certification Form and return it to us, along with any receipts showing payments made within 90 days after the plan year ends. We will process your claim once we receive it, and you will receive an email, confirming your claim has been processed.

You might be wondering… "How do I get reimbursed for my claim?"

Once we have your completed claim form, we will reimburse you in one of two ways. If we have your direct deposit information on file, you will receive that reimbursement directly to your account. Otherwise, you will receive a check in the mail. If you are interested in setting up direct deposit for reimbursement, please, or log into your account (see below). Direct deposit payments are typically in your account by the end of the following week; however, the bank has 3 business days to post it to your account.

When can I expect my reimbursement?

After your employer deducts the funds from your payroll check, they send us the money. Once we post the funds to your account, they become available to you.

Is there a way I can view the transactions or balances on my account?

For your convenience, you have the ability to log at any time, to check your balance, see your account activity, add or change Direct Deposit information, and other helpful tools, by logging on to the Consumer Portal through our website, www.getebm.com/spending-accounts

Additionally, we also offer a mobile app, where you can check our account activity. Download "*CPA FLEX MOBILE*" from your Apple App Store or Google Play Store.

Dependent Care Rules & Regulations

- Max Allowance per Household: $7,500
- Reimburses you for:
  - Day Care Programs
  - After School Programs
  - Summer Day Camps
  - Adult Day Care

Did you know?

If your Dependent Care needs change, due to a qualifying event, you have 30 days to make changes to your election. Contact us for more details.

ebm
(formerly Cafeteria Plan Advisors CPA125)

120 Longwater Drive
Suite 102
Norwell, MA 02061
Tel: 781-848-9848
Fax: 781-848-8477
www.getebm.com/spending-accounts