



Flex Spending Account 2008 Open Enrollment Frequently Asked Questions



1) Will I need to complete a form to enroll in Flex Spending for Plan Year 2008?

Answer: Yes. If you wish to participate, you must enroll.

2) If I am currently enrolled in Flex Spending for Plan Year 2007, will I need to fill out a new enrollment form to continue my participation for Plan Year 2008?

Answer: Yes. To continue participating in Flexible Spending a new enrollment form is required each plan year.

3) If I am currently enrolled in Flex Spending for Plan Year 2007, but decide not to enroll for Plan Year 2008, can I be reimbursed for expenses incurred after December 17, 2007?

Answer: Yes. You can be reimbursed for expenses incurred through December 31, 2007. Additionally, the IRS has extended their guidelines by allowing a grace period for submitting reimbursement for expenses incurred from January 1, 2008 through March 15, 2008, if you have monies remaining in your 2007 account. In order to be reimbursed for expenses incurred during the 2007 plan year, all claims must be submitted to Total Benefit Services Inc., no later than May 15, 2008. Otherwise, your account balance will be forfeited.

4) If I enroll in Flex Spending what is the maximum dollar amount I can elect?

Answer: You can flex up to \$2,000 for Health Care expenses. If you wish to flex more than \$2,000, you must obtain County approval by submitting a letter and/or supporting documentation that justifies the need to flex more than \$2,000.

The maximum amount you can flex for Dependent Day Care is \$5,000.

5) If I enrolled in Flex Spending for Plan Year 2008, when can I begin submitting claims for reimbursement?

Answer: You will be able to submit claims for reimbursement for eligible expenses incurred on or after January 1, 2008. If you applied for a debit card, you can utilize the card on or after January 1, 2008.

6) If I receive a debit card, and my doctor's office does not have the ability to accept the card, can I still submit claims for reimbursement as I have in the past?

Answer: Yes, even if you have a debit card, you may submit claims for reimbursement by submitting a claim form and receipt to Total Benefit Services.

7) If I utilize the debit card, how can I track my remaining balance?

Answer: On-line access to your account information is available to you at www.mbicard.com, or contact Total Benefit Services at (559) 431-7062.

NOTE: For prompt customer service related to debit card questions, contact Total Benefit Services at (559) 431-7062.

8) If I utilize the debit card, do I need to save my receipts?

Answer: Always **save your receipts**. The IRS requires some claims to be substantiated. You may receive a letter or e-mail from Total Benefit Services asking for receipts or other additional information on something you have paid for with the debit card. If you do not respond to the request in the allotted period of time, it is possible that your debit card could be disabled.

- 9) **Can I use my debit card to purchase eligible medical items at stores that are non medical such as Wal-Mart or Longs?**

Answer: Yes, but only if the store has the ability to substantiate that the item is a qualifying expense. If the store does not have the ability, you will need to purchase the item, save your receipt and submit a claim for reimbursement.

- 10) **Where can I get more detailed information on what medical related expenses qualify for reimbursement under Flex Spending?**

Answer: Please read the enclosed information from Total Benefit Services or call Total Benefit Services at (559) 431-7062.

- 11) **Can I request a second debit card for my spouse?**

Answer: Yes, by completing the debit card Agreement section of the enrollment form.

- 12) **When I've used up my debit card's balance, should I just throw the card away and wait for a new one next year?**

Answer: Do not throw away the card when you have reached a zero balance or at the end of the plan year. Debit cards are valid for up to three years. The same card will be "re-loaded" for the next plan year should you re-enroll. For individuals who have debit cards due to expire, a new card will be sent to you 30 days before your card expires.

- 13) **When I use my debit card and I am asked if this is "Credit or Debit", what should I say?**

Answer: The debit card functions as a credit card at the point of sale. If you are presented with the option at the merchant terminal of choosing credit or debit, you should always select credit (selecting debit would prompt you to enter a PIN number which you do not have).

- 14) **I'd like to use the Dependent Care Spending Account but am not sure if this will save me more money than the dependent care tax credit on my income tax.**

Answer: A comparison should be made between participating in the Dependent Care part of the Flex Spending, or just taking the dependent care tax credit on your income tax. A source of information is available at www.ebia.com which provides a free calculator. Also look at the information at the bottom of page 4 in the Total Benefit Services material.

- 15) **Is there an age limit for Dependent Care Spending?**

Answer: Yes. Pursuant to IRS regulations, dependent care (child daycare) is allowable up to the age of 12. Once your child turns 13 years of age, you can no longer flex your child care expense.

- 16) **What happens if I enroll in Flex Spending and go on a leave of absence?**

Answer: You will have the option to either continue your flex spending account during your leave of absence, or elect not to participate during your leave period. Contact Employee Benefits at (559) 488-3069 for more detailed information.

- 17) **If I enroll in Flex Spending and terminate employment, can I continue to participate in Flex Spending for the remainder of the plan year?**

Answer: Yes, if you enrolled in the health care flex spending account and had money remaining in that account, you can elect **COBRA**. Contact Employee Benefits at (559) 488-3069 for more information.