



## What is it?

A Flexible Spending Account (FSA) is an employer-sponsored benefit that allows you to pay for eligible health care and/or dependent child care expenses on a pre-tax basis. If you expect to incur child care expenses for your dependents or health care expenses for yourself or dependents you should consider enrolling in an FSA.

## What is the benefit of the program?

The FSA saves you money by reducing your income taxes. The contributions that you make to a FSA are deducted from your pay prior to federal or state income taxes. Participating in a FSA decreases your taxable income and increases your spendable income. You could save hundreds of dollars in tax liability each year.

## What expenses are eligible under the programs?

### Health Care Expenses

Allowable health care expenses include plan year deductible, office visit and prescription co-pays, co-insurance, dental expenses (non-cosmetic), orthodontia expenses, contact lenses, eyeglasses, Lasik surgery, and much more!



Beginning January 1, 2011 certain over-the-counter (OTC) medications are not eligible for reimbursement unless accompanied by a physician's prescription. Learn more at:

[http://www.ohio.edu/hr/benefits/healthcare/upload/FSA\\_healthcare\\_reform\\_2011.pdf](http://www.ohio.edu/hr/benefits/healthcare/upload/FSA_healthcare_reform_2011.pdf)

### Dependent Care

Allowable dependent care expenses include child day care (individual or group setting), before and after school programs, summer programs, and more.

For a complete listing of both health care and dependent care expenses visit [www.wageworks.com](http://www.wageworks.com)

## How does it work?

Open Enrollment is an opportunity to review your benefits selections and make changes in your coverage including participation in a FSA. All changes including FSA are effective with the beginning of our plan year, July 1. Your FSA election can be used on eligible expenses incurred by you or your dependents within the plan year (July 1 - June 30). Maximum contribution amounts are \$5,000 for the health care spending account. Dependent day care account maximums are \$5,000 if single or married and filing taxes jointly or \$2,500 if married and filing taxes separately.

As an eligible employee you determine if you want to participate. You decide the election amount for the health care and/or dependent care account(s). The annual election amount is divided by the number of pays you have each plan year (Faculty: 9 pays (Oct-June), Administrators: 12 pays, Classified: 26 pays). This amount is withheld from each pay prior to state and federal taxes. The amount is forwarded to the FSA administrator, WageWorks, where you can access your contributions in various ways.

### WageWorks VISA Card

Participants in the Health care FSA will be issued a WageWorks Visa card credited with their plan year election balance. You have access to the entire election balance July 1 of the plan year. The card may be used for eligible expenses incurred from July 1 through June 30. You can use this card where accepted to pay for eligible expenses, such as co-pays, prescriptions, certain over-the-counter medicines, etc. For health care providers or retail merchants that do not accept the card, you can submit receipts for reimbursement, or submit an explanation of benefits to have WageWorks pay your provider directly.

## Dependent Care Claims

Participants in the Dependent Day Care FSA will have access to their account as they make their routine payroll contributions. They then submit receipts to Wageworks for reimbursement.

## Keep Your Receipts!!!

Because this is a program that results in reducing your income tax liability, **it is important that you keep all receipts in the event of an audit.** As required by law, WageWorks completes routine audits on expenses and may request a copy of a receipt or explanation of benefits. If you are using your WageWorks VISA at an approved merchant the verification of an eligible purchase is made at the point of sale (a list of these merchants is available at [www.wageworks.com](http://www.wageworks.com)). Generally the receipts that WageWorks may request are from merchants and health care providers that do not have this point of sale verification system. Regardless of where you use your card, or if you are submitting a receipt for reimbursement you should keep these receipts and/or explanation of benefits in a central location should you be asked to provide in an individual audit.

## How do I enroll?

Benefits eligible employees can enroll online at [www.wageworks.com](http://www.wageworks.com)

If you have not utilized the WageWorks system previously you will be asked to create a user id and password. Use the last four digits of your social security number as the ID code. Your unique ID with WageWorks is your employee number plus the last four digits of your social security number.

There are many tools available at this site to help you determine, what an eligible expense is and how much you should consider putting into an account.

Please keep in mind that your enrollment is for the upcoming plan year ONLY (July 1- June 30). When selecting your goal amount take into consideration what eligible expenses you will have during that plan year. This account can only be used on eligible expenses during the specific plan year.

Changes to the account can only be made during open enrollment for the next plan year or within 31 days of a qualifying event (marriage, divorce, birth/death of an eligible dependent or change in health care coverage of you and/or a dependent). If you are unable to utilize your account on eligible expenses you will lose the balance of the account at the end of the plan year, therefore estimate CONSERVATIVELY. There is no minimum to either account, so if you would like to experiment with this benefit during the upcoming plan year we encourage you to enroll and try it out!

[www.wageworks.com](http://www.wageworks.com)

**WageWorks**  [Employer Login](#)

[Participants/Employees](#) | [Clients/Employers](#) | [Brokers/Business Partners](#) | [About WageWorks](#)

**Participant Login**

**View Your Account**

User Name

Password

**LOGON**

[Username/Password Help](#)

**Creative Benefits Users**  
[Login Here](#)

**take care® Users**  
[Login Here](#)

**Sign Me Up!**  
First Time User?  
[Register with WageWorks now](#)

**Participant Quicklinks**

- [Eligible Expenses](#)
- [Claim Forms](#)
- [Eligible Dependents](#)
- [Calculate Savings](#)

**Let us give you a smarter way to save and spend.**

**Welcome**

**How to Set Up a Flexible Spending Account Program**

April 2010 - Inc.

April 21 - If your employees are looking for a way to reduce their tax burden and control out-of-pocket health care spending then this guide to setting up a flexible spending account could be the right way to go for your company.

**New! Card Use Verification Web Tutorial**

If you have unverified Health Care Card transactions and are unsure how to resolve them, click here to check out the Card Use Verification Web Tutorial. [www.WageWorks.com/webcuv](http://www.WageWorks.com/webcuv)

**WageWorks Benefits Resource Center**

**Employers:** Register [here](#) to access these free resources: whitepapers, regulatory analysis, compliance briefings, guidance, and etc.

According to Jody L. Dietel, chief compliance officer of Vista, California-based WageWorks, an independent provider of

First time user registration  
\*ID Code = last 4 digits  
of your social security number

Eligible Expense Listing