

County of Santa Clara

FSA Rules to Remember

Plan Year

January 1, 2022 - December 31, 2022

Grace Period

This provision gives you two and a half months after the end of the plan year to incur eligible expenses, as long as you are actively enrolled as of the last day of the plan year. Participants have until March 15, 2023 to incur expenses during the plan year.

Run-Out Period

You have until March 31, 2023 to submit for expenses incurred during the plan year.

Use or Lose Rule

Unused balances will not rollover. Remember, only contribute money you are confident you will use to pay for qualified expenses during the plan year and grace period.

NEW

Over-the-counter (OTC) medications are now reimbursable under Flexible Spending Accounts without requiring a prescription or completing a Letter of Medical Necessity Form. This provision is retroactive to January 1, 2020. Menstrual care products are also now reimbursable as eligible expenses, including tampons and pads.

FSA CALCULATOR

Estimate your calculated savings when you enroll in an FSA. Click [here](#) to access the calculator!

Your Guide to Pre-Tax Savings

WHAT IS A FLEXIBLE SPENDING ACCOUNT?

A Flexible Spending Account (FSA) allows you to set aside a portion of your pay pre-tax to use for medical, dental, vision, and child care/elder care expenses that are not covered by insurance, or only partially covered. Because it is deducted from your pay before taxes, you can save up to 30% on your dollar (depending on your tax bracket)! Estimate how much you usually spend on these types of expenses in a year and set aside that dollar amount into your FSA. **PLEASE NOTE: You do not need to be enrolled in your company's health insurance plan in order to participate in the FSA.**

Health Flexible Spending Account

Covers the cost of medical, dental, and vision expenses incurred by you and or your eligible dependent(s). Eligible expenses include deductibles, co-pays, prescriptions, eyeglasses, and dental work.

Minimum annual election amount: \$26 | Maximum annual election amount: \$2,850

Dependent Care Assistance Account

Covers the amount you pay to daycare centers, babysitters, after school programs, day camp programs and eldercare facilities. This account does NOT reimburse medical expenses for your dependent(s). It is for qualified daycare expenses only.

Maximum annual election amount: \$5,000

P&A BENEFITS CARD

Your employer offers a Benefits MasterCard for employees who participate in the plan. The Benefits MasterCard works like a debit card. When you incur an eligible expense, swipe your card at the point-of-service and the expense will automatically be deducted from your FSA balance.

If you are unable to use your Benefits Card, you can still be reimbursed for all eligible expenses. Save your receipt and submit a claim to P&A Group (see page 2 for claims info). For all purchases, we encourage you to save your receipts in case documentation is requested.

NOTE: This card cannot be used at an ATM machine to withdraw cash. Your Benefits Card is valid for three years from the date of issue. A new card is automatically mailed to your home address when it's time for you to receive a new one.



HOW TO ENROLL

You must enroll online during Open Enrollment for the 2022 plan year between November 1, 2021 through November 30, 2021. Please follow the instructions below.

- Go to www.padmin.com, choose Enrollment at the top of the page and select FSA.
- First time users, you must use the New User Sign-Up box to access online enrollment. Enter the required credentials and click Submit. This will take you to online enrollment.
- Health FSA & Dependent Care FSA Election Pages - you can choose to re-elect the same amount as last year, enroll with a new dollar amount or opt not to enroll. Make your selection and click Next.
- Pre-Confirmation Page - view a summary of your elections for the new plan year. To make changes, click the blue pencil icon next to the account. If you have no edits, click Next.
- Enrollment Complete Page - choose to have your confirmation e-mailed to you, or print a copy.

4 WAYS TO SUBMIT YOUR CLAIMS

P&A Group Mobile App

Download our mobile app and log into your account. Go to the menu and tap Upload Claim/Documentation to submit your claims.

QuikClaim from Your Smartphone

Capture a picture of your receipt or other supporting documentation of your eligible expense. Log into your account from your mobile device at www.padmin.com by selecting Account Login and follow the prompts on your screen.

Electronic Claim Upload from Your Computer

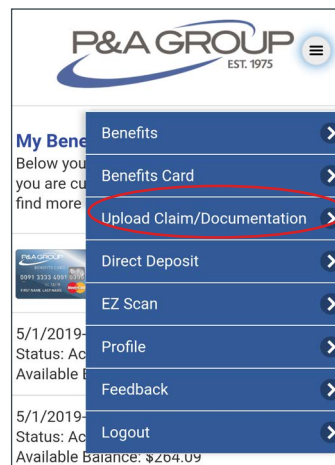
Submit claims directly online at P&A's website www.padmin.com by logging into your P&A account. Select Upload Claim/Documentation under Member Tools.

Fax or Mail a Paper Claim

Complete a claim form and fax or mail it to P&A Group. Claim forms are available when you log into your account at www.padmin.com.

FAX: (877) 855-7105

MAIL: P&A Group 17 Court St. Ste 500 Buffalo, NY 14202



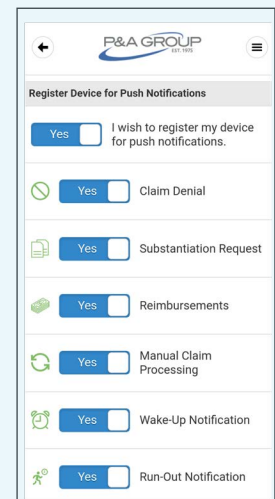
MOBILE APP

Manage your account through our mobile app. Go to the App Store or Google Play and search “P&A Group” to download it today!



- ✓ Register for account alerts
- ✓ Submit claims
- ✓ Order a Benefits Card
- ✓ Check your account balance & more!

Opt-in to get account alerts



QUESTIONS?

HRS: Monday - Friday, 5:30 a.m. - 7:00 p.m. PT.

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