

Flexible Spending Accounts

UPMC Health Plan Benefit Management Services (BMS):
1-888-499-6885 or
www.upmchealthplan.com/flexadvantage

A flexible spending account (FSA) program provides an opportunity to reduce your federal and Social Security taxable income through funding an account on a pre-tax basis. You may obtain reimbursement through the submission of qualified out-of-pocket expenses relating to that particular account.

Flexible spending accounts are intended to be used for predictable expenses only. Please review the plan details of each flexible spending account prior to enrollment to determine if a flexible spending account is right for you.

You may learn more about the flexible spending accounts in greater detail, including eligible expenses, claim submission deadlines, and claim submission procedures, by visiting the University of Pittsburgh’s Benefits Department Web site at www.hr.pitt.edu/benefits/health-and-wellness/flexible-spending, or by contacting the University’s flexible spending account administrator, UPMC Health Plan, at 1-888-499-6885.

Note: Individuals enrolled in Panther Basic that desire to make a pre-tax contribution for health-related expenses must elect to participate in the Health Savings Account (HSA) associated with the Panther Basic plan.

Flexible spending account participants may enjoy the following benefits of UPMC Health Plan’s Consumer *Advantage* flexible spending administration:

- » The Consumer *Advantage* Visa Card for health care, mass transportation, and parking FSA members provides the benefit of swiping your card to pay for expenses such as qualified medical, dental, vision, mass transportation, and parking expenses.
- » Subscribers can submit claims for reimbursement to UPMC Health plan in two ways. First, the subscriber can complete a reimbursement request form and submit it to UPMC Benefit Management Services. Claims can also be submitted online through the UPMC Consumer *Advantage* portal. To access the portal, use the my.pitt.edu single sign on for UPMC My*Health* Online, click on “My Resources,” “UPMC Health Plan,” then “My Health Access.”
- » Participants are able to obtain their flexible spending account balances over the phone by calling 1-888-499-6885 and following a series of prompts.

“Use It or Lose It” Rule for Plan Year 2016: July 1, 2016-June 30, 2017

The “Use it or Lose it” rule applies to dependent day care, parking, and mass transportation. Other than the exception listed below for dependent care, all claims must be incurred prior to July 1, 2017. Participants must submit those expenses for reimbursement by December 31, 2017. If your coverage ends prior to June 30, 2017, claims must be incurred prior to your last day of coverage. If your coverage ends prior to the end of the plan year, you have six months to submit expenses after the last day of coverage. Careful planning is required. Any remaining funds in your account at the end of the plan year will be forfeited and used to offset the general plan expenses.

2½ Month Dependent Care Flexible Spending Account Extension

The U.S. Treasury Department granted a 2½ month extension for dependent day care flexible spending accounts. Participants have until September 15 to incur an expense and use any contributions remaining in their dependent care flexible spending accounts. During this grace period, transactions will automatically pull from the previous plan year to exhaust funds before it pulls from the current plan year funds. Expenses incurred during this period still must be submitted to UPMC Health Plan, the University’s flexible spending account administrator, for reimbursement no later than December 31, 2017.

Health Care Flexible Spending Account Carryover

The IRS has modified the “use it or lose it” rule for health care flexible spending accounts to allow a \$500 annual carryover of unused contributions. The carryover does not count against the \$2,550 contribution maximum per year and the carryover may be used to pay for expenses in the year in which it is carried over. This modification only applies to the health care FSA and terminates the 2½ month extension previously applied to the account.

Incomplete Participation in Plan Year

Unused funds will be forfeited if not claimed within six months of the following status changes for the dependent care, parking, and mass transportation accounts:

- » End of the plan year
- » Termination
- » Change in status which makes you ineligible for the plan

In case of termination or ineligibility during the plan year, claims can be submitted for expenses incurred prior to the termination/ineligibility date. Expenses and services incurred after the termination/ineligibility date are not eligible for reimbursement.

Flexible Spending Accounts Offered

Account Type	Examples of Eligible Expenses	Monthly Minimum*	Monthly Maximum*	Annual Maximum
Health Care	Deductible(s), copayments, prescription drugs, prescription glasses, and orthodontics for you and/ or your dependents.	\$10	\$212.50	\$2,550
Dependent Care	Day care providers, after school care or extended day care, au pair, nanny, elder care, and summer day camp expenses incurred due to working, looking for work, or attending school full-time.	\$10	\$416.67	\$5,000
Parking	The cost of parking in a non-University lot (leases or pay by the day) that is located near your place of employment or cost of parking in a University lot if you pay by the day.	\$25	\$255.00	\$3,060
Mass Transportation	Vanpooling expenses or cost of a transit pass to travel to your place of employment from outside of Allegheny County.	\$25	\$255.00	\$3,060

*These amounts are based on a 12 month pay schedule. Individuals on another schedule should adjust accordingly.

Claims Incurred	Incurring Extension Available?	Filing Deadline**	Does the “Use it or Lose it” rule apply?	Eligible to use the Consumer <i>Advantage</i> card to cover expenses?
July 1, 2016 - June 30, 2017	No	December 31, 2017	No - up to \$500 may be carried over annually	Yes
	Yes - through September 15, 2017	December 31, 2017	Yes	No
	No	Claims must be submitted within six months of the date of the claim December 31, 2017		Yes

**If you terminate the plan earlier than June 30, the filing deadline will be six months from your termination date.