

# Flexible Spending Accounts

[www.hr.pitt.edu/fsa](http://www.hr.pitt.edu/fsa)

## UPMC Benefit Management Services (BMS)

1-888-499-6885

[www.upmchealthplan.com/members/learn/consumer-advantage/](http://www.upmchealthplan.com/members/learn/consumer-advantage/)

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.**

Learn more about the flexible spending accounts in greater detail, including eligible expenses, claim submission deadlines, and claim submission procedures, by using the phone number or website listed above.

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 the UPMC BMS Consumer *Advantage* flexible spending administration:

- » The UPMC 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, parking, and mass transportation expenses.
- » Subscribers can submit claims for reimbursement to UPMC BMS in three ways. Subscribers have the option to complete a reimbursement request form and submit it to UPMC Benefit Management Services. Claims can be submitted online through the UPMC Consumer *Advantage* portal. To access the portal, visit <https://my.pitt.edu/task/all/hr-myhealth-upmc> and select the "Start" button on the right side, then log in via Pitt Passport. Claims can also be submitted by using the Consumer *Advantage* mobile app. Download the UPMC Consumer *Advantage* mobile app from the iTunes App Store or Google Play and follow the instructions to access your account.
- » Participants can obtain their flexible spending account balances over the phone by calling 1-888-499-6885 and following the prompts, as well as through their *MyHealth* Online account.

## 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	\$237.50	\$2,850 <sup>^</sup>
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, for eligible dependents up to age 13.	\$10	\$416.67	\$5,000 <sup>&amp;</sup>
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	\$280.00	\$3,360 <sup>^</sup>
Mass Transportation	Vanpooling expenses or cost of a transit pass to travel to your place of employment from outside of Allegheny County.	\$25	\$280.00	\$3,360 <sup>^</sup>

\* These amounts are based on a 12-month pay schedule; individuals on another schedule should adjust accordingly.

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

## “Use It or Lose It” Rule for Plan Year July 1, 2022 - June 30, 2023

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, 2023. Participants must submit those expenses for reimbursement by December 31, 2023. If your coverage ends prior to June 30, 2023, 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. Any remaining funds in your account at the end of the plan year will be forfeited and used to offset the general plan expenses.

## Health Care Flexible Spending Account Rollover

The IRS allows a rollover of unused health care flexible spending account contributions up to \$570. The rollover does not count against the \$2,850 contribution maximum per year, and the rollover may be used to pay for expenses in the year in which it is carried over.

Waiving the account during Open Enrollment for a July 1 effective date allows for the rollover into the next plan year’s account for use during that plan year up to the annual rollover amount.

## Purchasing OTC Products

Individuals can purchase over-the-counter (OTC) products with their health care flexible spending account. Participants must submit their purchase receipts for reimbursement as the UPMC Consumer *Advantage* Visa card cannot be used at this time to complete purchases.

Effective July 1, 2022, Health Incentive Account (HIA) dollars can be used to purchase over-the-counter products and to pay for dental and vision expenses, just like one would use an FSA.

## 2 ½ 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 must still be submitted to UPMC BMS, the University’s flexible spending account administrator, for reimbursement no later than December 31, 2023.

## Incomplete Participation in Plan Year

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

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

**For the health care account:** Unused funds will be forfeited if not claimed within six months for terminations of University employment and other general ineligibility.

In case of termination of University employment or ineligibility during the plan year due to a change in benefit eligible positions, 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.

Claims Incurred	Incurring Extension Available?	Filing Deadline**	Does the “Use It or Lose It” rule apply?	Eligible to use the UPMC Consumer <i>Advantage</i> card to cover expenses?
July 1, 2022 - June 30, 2023	No	December 31, 2023	No; a rollover up to a certain amount may be carried over annually	Yes
	Yes; through September 15, 2023	December 31, 2023	Yes	No
	No	Claims must be submitted within 6 months of the date of the claim		Yes
		Claims must be submitted within 6 months of the date of the claim		

^ The annual IRS maximum is not the same as a household maximum. For example, both Spouse A and Spouse B can elect the annual maximum for a household total of the maximum times 2.

& The annual IRS maximum is equal to a household maximum. For example, both Spouse A and Spouse B can hold a dependent care account, but their combined total must be at or under the annual IRS maximum.