

# Coahoma Community College Flexible Spending Account (FSA) Overview

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**31**  
March

## Run-Out-Period

You have until March 31 to request reimbursement for any eligible expenses incurred during the previous plan year.

**\$500**

## Carryover

Up to \$500 of leftover monies from the previous plan year will be carried over to the new plan year. Carryover funds will be available after March 31.

**30**  
Days

## Status Change

You have 30 days from a qualifying change of status to make changes to your FSA elections. Refer to your SPD for a list of qualifying events.

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## Flexible Spending Accounts

- Health FSA (Medical) Max is \$2,550
- Health FSAs can be used to pay for eligible medical, dental, and vision expenses that are not covered by insurance.
- Dependent Care FSAs can be used to pay for eligible dependent care expenses that are incurred so you or your spouse can work or attend school full-time.

## Reimbursements

- Reimbursements are processed weekly and distributed by your employer.
- Reimbursements may be submitted online, by email, fax, mail, or delivered in person.

Acceptable documentation should be submitted with all Reimbursement Requests and should include:

- Provider's Name
- Date(s) of Service
- Detailed statement of services rendered or an EOB (Explanation of Benefits)
- Amount charged for each procedure
- Person who received the service

## Debit Cards

- Debit card must be activated before first use
- The FSA Debit Card is accepted at healthcare and IIAS certified non-healthcare merchants.
- IIAS certified pharmacies include: Walmart, Walgreens, Sam's Club, Kroger, CVS, Fred's, Target, and many other local merchants

## Things to Remember

- Your FSA Debit Card is pre-loaded with your annual election.
- You can login to your personal account at <https://glynn.info> 24/7 to access all of your FSA information.
- You should keep all itemized bills in the event you are asked to submit them for eligibility verification per IRS regulations.
- You may receive an email requesting documentation be submitted to verify a debit card swipe. Failure to send the requested documentation by the specified date may result in your card being temporarily deactivated.

# What is a Valid Receipt?

The IRS requires us to collect specific information to verify the purchases made with your flex debit card.

Acceptable documentation should include:

- Provider's name
- Date(s) of service
- Detailed statement of services rendered or an EOB (Explanation of Benefits)
- Amount charged for each procedure
- Person who received the service

## Bad Receipts

JOES'S PHARMACY  
123 North Street  
Date: 06/25/11 Time: 10:35 AM  
Terminal ID: P12300000459  
Merchant ID: 51523659874512  
VISA  
\*\*\*\*\*0359  
SALE  
BATCH: 0012475  
AUTH: 00035

ABC DENTISTRY  
123 Main Street  
Jackson, MS 54321

Jane Smith Account: 0659861235  
329 Magnolia Lane  
Ridgeland, MS 54333 Billing Date: 2/05/2012

Date	Patient	Tooth	Description	Charge	Credit
1/15/2012	Tommy		Previous Balance	158.00	
1/31/2012			Credit Card Payment		-158.00

Scheduled Appointments:  
Jane March 12, 2012 8:00 am  
Rob March 12, 2012 8:00 am

Balance Due: \$0.00

Service Description Missing

## Good Receipts

JOE'S PHARMACY  
06/25/2011  
123 North Street  
Jackson, MS 54321  
(601) 234-5678  
RX: 123456 \$20.00  
Customer Receipt  
Customer: JOHN SMITH

ABC DENTISTRY  
123 Main Street  
Jackson, MS 54321

Jane Smith Account: 0659861235  
329 Magnolia Lane  
Ridgeland, MS 54333 Billing Date: 2/05/2012

Date	Patient	Tooth	Description	Charge	Credit
1/15/2012	Tommy		Extraction	158.00	
1/31/2012			Credit Card Payment		-158.00

Scheduled Appointments:  
Jane March 12, 2012 8:00 am  
Rob March 12, 2012 8:00 am

Balance Due: \$0.00