

MS Department of Archives and History

Flexible Spending Account (FSA) Overview

15
March

Grace Period

You have until March 15 to incur expenses in order to receive reimbursement for the previous plan year's election amount.

31
March

Run-Out-Period

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

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.

Flexible Spending Accounts

- Health FSA (Medical) Max is \$2,750.00
- Health FSAs can be used to pay for eligible medical, dental, and vision expenses that are not covered by insurance.
- Health FSA can be used for dependents even if they are not on your insurance.
- The Dependent Care FSA can be used to pay for eligible dependent care expenses that are incurred so you and/or your spouse can work or attend school full-time.

Debit Cards

- FSA Debit cards are valid for 3 years and will be activated upon 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.

Reimbursements

- Reimbursements are processed weekly and distributed by your employer.
- Reimbursements may be submitted by 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

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 GGA 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
TOTAL:
\$17.05

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
Loratadine 20 mg tablet
Take once daily

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