



FSA Rules to Remember

Plan Year

January 1, 2023 - December 31, 2023

FSA Carry Forward

Participants can carry forward up to \$570 of unused Health Care FSA funds into the 2024 plan year, provided you have a minimum \$25 balance.

Dependent Day Care FSA Grace Period

This is an extension of the plan year during which expenses can be incurred. Participants have until March 15, 2024 to incur dependent day care expenses.

Run-Out Period

Participants have until March 31, 2024 to submit claims for Health Care FSA and Dependent Day Care FSA expenses.

Use or Lose Rule

Unused Dependent Care Account balances or any amount over \$570 in the Health Care FSA will not rollover. Remember, only contribute money you are confident you will use to pay for qualified expenses during the plan year.

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

Reminder

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.

ACCOUNTS AVAILABLE

Health Care 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: \$120

Maximum annual election amount: \$2,850

Dependent Day Care FSA

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.

Minimum annual election amount: \$120

Maximum annual election amount: \$5,000 per household

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 present your Benefits Card to the provider of the goods or services you are purchasing. 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 using one of the methods below. 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 debit card is valid for three years from the date of issue. If this is your third year enrolling with P&A Group, you may be receiving a new benefits card in the mail. When it is time for you to receive a new card your card will automatically be mailed to your home address in a plain white envelope.

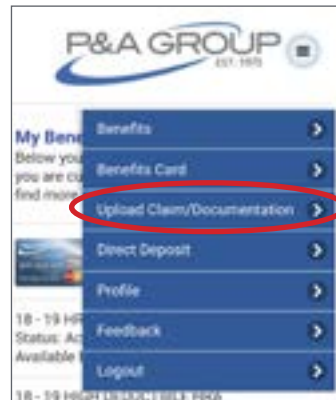
4 WAYS TO SUBMIT CLAIMS

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 P&A Account at ncflex.padmin.com from your mobile device by selecting Account Login. Follow the prompts on your screen.



Electronic Claim Upload from Your Computer

Submit claims directly online at P&A's website ncflex.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 ncflex.padmin.com.

FAX: (877) 213-8917

MAIL: P&A Group 6400 Main Street, Suite 210 Williamsville, NY 14221

When submitting a claim make sure to include proof of service/documentation (itemized receipt, etc).

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!



FSA CALCULATOR

Use this online tool to help estimate your savings when you enroll in an FSA. Log into your account at ncflex.padmin.com to access the calculator.

TEXT MESSAGE OPTIONS

Log into your online P&A Account and update your profile with your mobile number. Next, text one of the codes below to the number (716) 869-1703 and you'll receive a text message with your account information!

- Account balance - text BAL
- Claim status - text CLM
- Deposit update - text DEP

QUESTIONS?

Customer service hours are M - F, 8:00 am - 10:00 pm ET.

PH: (716) 362-5595 or (866) 916-3475

WEB: ncflex.padmin.com

MAIL: 6400 Main Street
Suite 210
Williamsville, NY 14221