



## Limited Flexible Spending Account

If you have a High Deductible Health Plan and enroll in the Health Savings Account you are able to enroll in the Limited Flexible Spending Account, if offered by your Employer. The Limited Flexible Spending Account allows employees to pay for qualifying **dental** and **vision** expenses using pretax dollars.

The same rules and guidelines apply to the Limited Flexible Spending Account:

- ❖ **Claims** are processed and reimbursed weekly. You are able to view your account anytime at <https://myplans.cbiz.com>.
- ❖ **A receipt for reimbursement requires the following 4 items:**
  - Item purchased or type of service provided
  - Date of service
  - Provider information
  - Participant responsibility.
- ❖ **Credit Card/Debit Card receipts** and **Cancelled Checks** are not acceptable receipts per the IRS guidelines. The receipt must show the item or procedure provided, date of service, provider information and the amount you paid.

## Frequently Asked Questions

## What expenses are eligible through the Limited Flexible Spending Accounts?

- Dental expenses not covered by insurance and deductibles
- Orthodontics
- Vision expenses not fully paid by any vision plan
- Preventive and expenses after deductible met may be covered (please refer to your employer's Summary Plan Description)

**What happens if I do not use all of the money that I set aside each plan year?** Depending on your plan design you may have the option to carryover part of your remaining balance or use funds for a limited period the following year. Check your Summary Plan Description to understand how your plan works. With all plan designs there is risk that unused funds will be forfeited to the plan so you should be careful in making your election.

**Once I make an election, can I change that amount during the plan year?** Not unless you have a change of status during the year and the change in status must be consistent with the change in election you wish to make. Examples of status changes include marriage, divorce, change in the number of dependents, change in employment, etc. Once you have enrolled in the Limited Flexible Spending Account you will not be able to change to the Health Flexible Spending Account during the plan year.

**What happens if I quit or am terminated from the company?** You may be able to continue to submit claims up to your termination date for reimbursement.

