

# Portland Public Schools TRUST

## Flexible Spending Account Handout

### January 1, 2023 – December 31, 2023



A Flexible Spending Account (FSA) is a plan that allows you to receive certain benefits on a pretax basis. Think of it as a tax-free and interest-free loan to yourself. The pretax contributions may be used for qualified healthcare and childcare expenses for you and your tax dependents. It also allow you to pay for your group's sponsored insurance premiums on a pretax basis.

### Contributing to Your FSA

Component	Maximum Annual Election	Minimum Election
Health FSA Component	\$2,850	\$240
Dependent (Daycare) Expenses	\$5,000 if married & filing a joint return or a single parent \$2,500 if married, but filing separately	\$240

**The Plans:** The following FSA components are available through your employer.

### Health FSA Component – includes the following account(s)

#### Health Related Expense Account (HRE) - the General Purpose FSA

- If you're eligible for your employer's health plan, you can set up an HRE account. With an HRE account, you can save pre-tax money for healthcare expenses, including medical, dental, and vision expenses that are either not covered or only partially covered by your insurance plan.
- These expenses are for your tax dependents. Examples include: you, your spouse, or child(ren), whether or not they are covered on your employer's group insurance plan.
- When you have a qualified change in status—such as if you add or remove dependents from your insurance plan—you can increase or decrease your election

### Dependent Care Assistance Plan (DCAP) Component

#### Dependent Daycare Expense Account (DCE)

- Our Dependent Daycare Expense Account (DCE) allows you to save pre-tax dollars to pay for dependent care. This is specifically for expenses for a child up to age 13 or disabled taxable dependent who is unable to care for themselves, including elder care expenses. In many cases, this account will be more beneficial to you than the federal tax credit.
- When you have a qualified change in status, such as if your spouse's employment changes, you can increase or decrease how much you put into your account.

### Premium Component

- Your employer will deduct your portion of the group-sponsored insurance plans, including premiums for medical, dental, vision, hospitalization, accident insurance, and/or other qualified benefits from your gross salary on a pre-tax basis. This reduces income taxes and results in an increase in take home pay and lower taxable salary.

### Claims Reimbursement

#### Reimbursement Time Frame

Reimbursements may be requested during the plan year or after it ends. Your claim submission period ends 90 days after the plan year ends. This is known as a run-out period. All eligible reimbursement claims for services you received between **January 1, 2023** and **December 31, 2023** must be submitted by **March 31, 2024** for reimbursement.

#### Submitting Claims

Claims can be submitted through manual submission, or using your Prepaid Benefit Card. If you're reimbursed for a claim and it is later determined that the expense was not eligible for reimbursement, you will be liable for repaying the money to your FSA. Additional information is listed below.

## Manual Claims

We offer several ways you can submit your claims for reimbursement:

- Submit your claim online using our PSAConsumer portal: <https://psa.consumer.pacificsource.com>
- Submit your claim via our Mobile App: myPacificSource Admin (PSA)
- Mail or fax a Request for Reimbursement Form. You'll find the form at [PSA.PacificSource.com/Forms\\_Flex.aspx](https://psa.pacificsource.com/Forms_Flex.aspx)

## Prepaid Benefit Card

A Prepaid Benefits Debit Card gives you an easy, automatic way to pay for qualified healthcare expenses. When you enroll in the health FSA, you will automatically receive two benefits cards. Replacements or additional cards can be purchased for \$10 per set of two cards.

When you use the card to make a purchase or payment, it deducts directly from your FSA. Only use your card if the service date/purchase is within your current plan year. *You must save all expense documentation, such as itemized receipts, per IRS regulations.* PSA will send a notice if your transaction is ineligible or needs additional documentation. You will be required to submit

## What Happens if I Terminate Employment during the Plan Year?

If you terminate employment or lose eligibility, your participation in the plan will end with your last payroll contribution. You may be eligible to continue the Health FSA under COBRA or by making an additional pre-tax contribution out of your last paycheck.

## PSA Consumer Portal: Online Account Access for Participants

Manage your FSA from the convenience of your home or office by utilizing our website:

[www.psa.pacificsource.com/PSA](http://www.psa.pacificsource.com/PSA) or <https://psa.consumer.pacificsource.com>

- File a claim online.
- Access information on the most recent reimbursement payments.
- View payment details.
- Check your account balances, annual election, and year-to-date deposits.
- Change your address and other personal information.
- View FAQs and fliers.

## Forms, Fliers and instructions

Available online. Examples include:

- FSA Participant Guide (general information)
- Request for Reimbursement Forms
- Direct Deposit Form
- Examples of Eligible Expenses
- Online Claim Submission Instructions
- Prepaid Benefits Card Flier (Benny/Wex)
- Authorization to Disclose PHI

### Questions?

Our Customer Service Team is happy to help.

### Phone

Direct: (541) 485-7488  
Toll-free: (800) 422-7038

### Email

[psacustomerservice@pacificsource.com](mailto:psacustomerservice@pacificsource.com)

### Forms and Materials

[https://psa.pacificsource.com/Forms\\_Flex.aspx](https://psa.pacificsource.com/Forms_Flex.aspx)

[PacificSource.com/PSA](https://psa.pacificsource.com/PSA)

