GENERAL INFORMATION

- There are two pre-tax savings options:
  - Medical spending.
  - Dependent care.
- Plan year runs July 1 through June 30.
- Plan is administered by Anthem Blue Cross and Blue Shield.
- Employees must re-enroll every year during open enrollment.
FLEXIBLE SPENDING FEE

Monthly Administrative Fee:
There is a $3.65 fee deducted from the paycheck received on the 16th of each month on a pre-taxed basis.
FLEXIBLE SPENDING LIMITS

- $2,550 maximum medical spending (equivalent to $106.25 per paycheck).
- $5,000 maximum dependent care if filing as married (equivalent to $208.33 per paycheck)
  - $2,500 if filing separate or as single ($104.16 per paycheck).
- Not tied to health insurance.
- Can be used by household members even if health insurance is not through the State.
MEDICAL SPENDING ACCOUNT

Money can be used to pay for items such as:

- Out-of-pocket expenses.
- Copayments (RX and physician).
- Eye glasses, braces, medical equipment, and dental services.
- Certain over the counter items (as approved by the IRS).
- Cosmetic procedures are not eligible.
VISA BENEFIT CARD

- Card is automatically mailed to medical flexible spending participants.
- Employee chooses to activate.
- Employee has immediate access to full pledge on account.
- Documentation may be required for verification of expenditures.
KEEP YOUR RECEIPTS

- Employees should monitor their monthly statements or through the online system.
- Card can be suspended if documentation is not submitted to the flexible spending provider within 60 days of purchase.
- If charge is never substantiated, the charge can be added back in as taxable income.
DEPENDENT CARE SPENDING ACCOUNT

Use for daycare expenses:
- Children (through the age of 12).
- Disabled spouse.
- Other eligible dependents.

Preschool and after school expenses.

Private school tuition is not an eligible expense.

Employees do not receive a debit card.

Claims are reimbursed once expensed.
USE IT OR LOSE IT

- Expenses must be incurred by June 30 of the plan year.
- Employees who terminate before then may only submit for claims incurred by the last day of employment.
- Claims for reimbursement must be filed within 90 days of the end of the plan year or last day of employment.
CONTACT INFORMATION

Human Resources Office
300 Turner Street, NW, Suite 2300
Blacksburg, VA 24061
Mail Code: 0318
540-231-9331

Human Resources must receive enrollment form within 30 days of hire.