



October 2024

LADCO Flexible Spending Account Fact Sheet

www.myflexaccount.com

Plan year 2025

•LADCO provides a **Health Reimbursement Arrangement (HRA)** at no cost to our employees. Each employee has a \$1,000.00 per year balance that covers the same expenses as the Health Care Flexible Spending Account (FSA). The HRA has no effect on your taxes. ***You must be enrolled in the BCBS IL Medical Plan to be eligible for the HRA Benefit.**

•LADCO offers **Health and Dependent Care FSAs** to all employees. An FSA is a LADCO-sponsored (employee paid) benefit that allows you to pay for certain health and dependent care expenses on a **pre-tax** basis. The annual **Health FSA** contribution limit for 2025 is projected to be \$3,300.00. **Dependent Care FSA** is \$5,000.00 for married people, and \$2,500.00 filing separately. IRS rules require that you forfeit any unused FSA contributions, however they offer a 60 day Extended Grace Period to use any unspent funds. (Spend down date is March 16, 2026, more information is provided in the Flex FSA Enrollment Kit).

•When eligible health-related expense claims are made to our Flex Program, **the HRA is sourced first before the FSA is used**. Only after the \$1,000.00 HRA is expended will your FSA funds be used. This is an important detail to have in mind when figuring your annual FSA contributions. **Example:** If you expect to incur \$1,500 in out-of-pocket medical expenses (including dental and vision) in the coming year, you should only contribute \$500.00 to your FSA, as the first \$1,000.00 will be covered by LADCO'S free HRA. The HRA is not applicable to dependent care expenses.

•**The enrollment period for 2025 ends November 8, 2024.** Please make sure you return the enrollment forms to me by that date to ensure your benefits are processed on time. ****You are automatically enrolled in the HRA Plan if you are a BCBS Plan Participant. You are required to complete the FSA application indicating you "elect to", or "not to" participate in this plan.***

•**How do the Health HRA and FSA work?** For medical claims processed through BCBS, there are two options for getting reimbursed for eligible expenses: CrossTech and manual submission. With the LADCO Flex CrossTech Program, our health insurance provider (BCBS IL) will automatically send your medical claims to our Flex Administrator for processing. To enable CrossTech, you need to first submit the Single Claim Authorization Form (see 2025 Enrollment Packet) during the annual enrollment period to authorize Flex and BCBS IL to share information. Flex makes it very easy to upload your manual claims for reimbursement online through your personal Flex Account (Register or sign in at <https://www.myflexaccount.com/Page/Home>).



You will need to provide a visit summary or explanation of benefits (EOB), and a receipt for payment with your manually-submitted claim. With both claim submission options, your eligible out-of-pocket expenses for the claim will be reviewed by our Flex Program Administrator and reimbursed to you out of either the LADCO HRA or your FSA (see above). ***All Dental and Vision Expenses must be submitted manually with claim detail and proof of payment.***

•**How does the Dependent Care FSA work?** You submit a claim form through the Flex Website or fax the claim to Flex. You will need to provide a receipt of Dependent Care Services with your manually-submitted claim. Your eligible expenses for the claim will be reimbursed to you out of your FSA.

•**How do I contribute?** You choose how much to contribute to the FSA each year. The amount you elect is deducted from your paycheck on a “pre-tax basis”, divided evenly across your pay periods. (*Amount ÷ 24 pay periods*)

•For online account access, including manual claim submissions visit www.myflexaccount.com and choose “Register” on the top right. After selecting a username and password, enter your Employee ID (First Initial+Last Name+Last 4 digits of SSN) and Employer ID (FBSVJTLZU2).

•**When will I receive my reimbursements?** Reimbursement checks are distributed semi-monthly by our Office Manager, determined by a report generated by Flex for all processed (approved) claims during that pay period. Checks are processed within 3 business days of each payroll date.

2025 Claims for reimbursement can be submitted from January 1, 2025 through May 16, 2026.