

Lake Travis ISD

Important Information Regarding Your Flexible Spending Account(s) and Open Enrollment 11/1/19 – 10/31/20 Plan Year

The 18/19 Flexible Spending Account (FSA) plan year is quickly coming to a close. If you wish to participate in the 19/20 plan year, please complete the enrollment by September 26, 2019. Below you will find some reminders about the current plan year, upcoming open enrollment period, and new plan year.

2018/2019 PLAN YEAR (11/1/2018 – 10/31/2019):

- **Grace Period** – The grace period extends the plan year to January 15, 2020; therefore, all eligible expenses must be incurred on or before 1/15/2020 in order to be eligible for reimbursement from the 2018/2019 plan year.
- **Run Out Period** – You have 14 days after the end of the grace period, or until 1/29/2020, to submit reimbursement claims for all expenses incurred in the 2018/2019 plan year.
- **Remaining Balance** – If you wish to determine the balance remaining in your FSA account(s) you can login to PlanSource online system to verify this information or download the My Benefits Accounts Mobile App for Android, iPhone, or iPad devices. Remember that your FSA is a tax-free benefit; therefore, you must use your remaining balance before the end of the plan year to avoid forfeiting the remaining balance.
- **Termination Run Out** – Should you terminate employment, you have 90 days from the date you terminate to submit claims incurred prior to your termination date.

2019/2020 PLAN YEAR (11/1/2019 – 10/31/2020):

- **Open Enrollment** – All enrollment should be completed no later than September 26, 2019.

Types of Accounts available through this plan:

- **Health Care FSA Maximum Election** – \$2,700.00

- **Dependent Care FSA Maximum Election** – \$5,000.00

Features of this plan:

- **Payroll Deductions** – Deductions for health and dependent care will begin with your October paycheck, prior to the beginning of the new plan year.
- **Direct Deposit** – If you would like to have manual claim reimbursements directly deposited into your bank account, please download the Direct Deposit form found on our website at <https://plansource.com/lake-travis> in the forms library.
- **Debit Card** – Please do not discard your current Benefits MasterCard. Effective 11/1/2019 it will be loaded with your 2019/2020 annual election. If you are a new participant in the plan, you will receive a Benefits MasterCard shortly before September 1st. Please be aware that you must retain copies of the receipts from your debit card purchases. Throughout the year you may be asked to provide a copy of your receipt to substantiate your debit card purchase.

DID YOU KNOW?

- **My Benefits Accounts App** – PlanSource has a mobile app that you can download for use on any Apple or Android device. Just search for My Benefits Accounts App in the application store. This app will allow you to check your balance, review recent transactions, and even submit claims online by simply taking a picture of your receipt.
- **The FSA Store** – PlanSource has partnered with The FSA Store. Please visit our website for a direct link to the online store where you can use your FSA funds to purchase FSA tax eligible items to be delivered directly to your home.

FSA Eligible Medical Care Expenses 2019

Healthcare Flexible Spending Plan. Medical and dental expenses that qualify as expenses for medical care under IRS rules generally qualify as Eligible Expenses for reimbursement under the Plan. Those may take the form of co-pays, deductibles, and medical expenses not covered by other insurance. Often expenses that qualify for deductions under IRS rules are Eligible Expenses, but in some instances expenses that are deductible will not be reimbursable and expenses that are not deductible will be reimbursable. Some specific examples are identified below. The following is not an exhaustive list and there are other expenses that are eligible if they satisfy the IRS rules.

Limited Scope Healthcare Flexible Spending Plan. Only a limited number of the following expenses are Eligible Expenses for reimbursement under the Limited Scope ME Plan. In some cases, the expenses must be for dental, vision, or preventive care. Dental care expenses are listed under the "Dental & Orthodontic Care" section. Vision care expenses are listed under the "Vision Care" section. Expenses for preventive care may be found in any of the following sections, but they must satisfy the definition of "preventive care."

"Preventive care" includes periodic health examinations (e.g., annual physicals, routine prenatal and well-child care), immunizations, tobacco cessation and obesity weight-loss programs, and screening services that are not for the treatment of an existing illness, injury, or condition. Preventive care also includes treatment of a related condition during the preventive care service or screening. Preventive Care also includes preventive drugs/medications (e.g. drugs/medications taken by a person who has developed risk factors for a disease that has not yet manifested itself or taken to prevent the reoccurrence of a disease).

Listing of Allowable and Disallowable Expenses

Dental & Orthodontic Care

Allowable expenses:

- Dental treatment
- Artificial teeth/dentures
- Braces, orthodontic devices

Expenses specifically disallowed by the IRS or courts:

- Teeth whitening
- Toothbrushes and toothpaste, even if special type is recommended by dentist

Therapy Treatments

Allowable expenses:

- X-ray treatments
- Treatment for alcoholism or drug dependency
- Legal sterilization
- Acupuncture
- Vaccinations
- Hair transplant
- Physical therapy (as a medical treatment)
- Fee to use swimming pool for exercises prescribed by physician to alleviate specific medical condition such as rheumatoid arthritis
- Speech therapy
- Smoking cessation programs and prescribed drugs to alleviate nicotine withdrawal

Expenses specifically disallowed by the IRS or courts:

- Physical treatments unrelated to a specific health problem (e.g., massage for general well being)
- Any illegal treatment
- Cosmetic surgery
- Treatment for baldness (unless it is for a specific medical condition and not for cosmetic purposes)
- Electrolysis (unless it is for a specific medical condition and not for cosmetic purposes)

Listing of Allowable and Disallowable Expenses CONTINUED

Fees/Services

Allowable expenses:

- Physician's fees and hospital services
- Nursing services for care of a specific medical ailment
- Cost of a nurse's room and board if paid by the taxpayer where nurse's services qualify
- Social Security tax paid with respect to wages of a nurse where nurse's services qualify
- Services of chiropractors
- Christian Science practitioner fees
- Diagnostic tests

Expenses specifically disallowed by the IRS or courts:

- Payments to domestic help, companion, babysitter, chauffeur, etc. who primarily render services of a non-medical nature
- Nursemaids or practical nurses who render general care for healthy infants
- Fees for exercise, athletic, or health club membership when there is no specific health reason for needing membership
- Marriage counseling provided by clergyman

Hearing Expenses

Allowable expenses:

- Hearing aids and hearing aid battery
- Hearing aid repair
- Special telephone equipment

Medicine and Drugs

Allowable expenses:

- Medicine and drugs that require a prescription
- Insulin
- Prescribed over the counter medicine and drugs when used to alleviate or treat personal injuries or sickness (including antacids, antihistamines, aspirin/pain relievers, cold medicines, acne medicine, etc.)

Expenses specifically disallowed by the IRS or courts:

- Medicine and drugs for personal, general health, or cosmetic purposes
- Dietary supplements if for general health

Medical Equipment

Allowable expenses:

- Blood Sugar test kits
- Wheelchair or autoeette (cost of operating/maintaining)
- Crutches (purchased or rented)
- Special mattress & plywood boards prescribed to alleviate arthritis
- Oxygen equipment and oxygen used to relieve breathing problems that result from a medical condition
- Artificial limbs
- Support hose (if medical necessary)
- Wigs (where necessary to mental health of individual who loses hair because of disease)

- Excess cost of orthopedic shoes over cost of ordinary shoes
- Breast pumps for nursing mothers

Expenses specifically disallowed by the IRS or courts:

- Wigs, when not medically necessary for mental health
- Vacuum cleaner purchased by an individual with dust allergy
- Mechanical exercise device not specifically prescribed by physician

Physicals

Allowable expenses:

- Physicals and other well visits
- Immunizations

Expenses specifically disallowed by the IRS or courts:

- Physicals for employment purposes

Vision Care

Allowable expenses:

- Optometrist's or ophthalmologist's fees
- Eyeglasses and prescription sunglasses
- Insurance for replacement of lost or damaged contact lenses
- Contact lens and contact lens solutions
- Laser eye surgery

Listing of Allowable and Disallowable Expenses CONTINUED

Assistance for the Handicapped

Allowable expenses:

- Cost of guide for a blind person
- Cost of note-taker for a deaf child in school
- Cost of Braille books and magazines in excess of cost of regular editions
- Seeing eye dog (cost of buying, training and maintaining)
- Household visual alert system for deaf person
- Excess costs of specifically equipping automobile for handicapped person over cost of ordinary automobile; device for lifting handicapped person into automobile
- Special devices, such as tape recorder and typewriter, for a blind person

Miscellaneous Charges

Allowable expenses:

- X-rays
- Expenses of services connected with donating an organ
- Excess cost of medically prescribed diet
- The cost of a medically prescribed weight loss program

- Breast reconstructive surgery following mastectomy as part of treatment for cancer
- Contraceptives
- Fertility treatments
- Medical records charges
- Bandages
- Lactation supplies for nursing mothers
- Cost of transportation (e.g.) mileage) primarily for and essential to medical care

Expenses specifically disallowed by the IRS or courts:

- Expenses of divorce when doctor or psychiatrist recommends divorce
- Cost of toiletries, cosmetics, and sundry items (e.g., soap, toothbrushes)
- Cost of special foods taken as a substitute for regular diet, when the special diet is not medically necessary or taxpayer cannot show cost in excess of cost of a normal diet
- Maternity clothes
- Diaper service
- Distilled water purchased to avoid drinking fluoridated county water supply
- Installation of power steering in automobile
- Pajamas purchased to wear in hospital

- Mobile telephone used for personal calls as well as calls to physician
- Union dues for sick benefits for members
- Contributions to state disability funds
- Auto insurance providing medical coverage for all persons injured in or by the taxpayer's automobile, where amounts allocable to taxpayer and dependent is not stated separately
- Long-term care services
- Funeral expenses

Insurance

Allowable expenses:

- None

Expenses specifically disallowed by the IRS or courts:

- Health insurance premiums (including individual and non-employer sponsored coverage)
- Long term care insurance premiums