



## WELCOME OLYMPIA SCHOOL DISTRICT #16 EMPLOYEES

Benefit Planning Consultants, Inc. (BPC) would like to take this opportunity to introduce ourselves as a Third Party Administrator. Our role in providing you service will be to process Flexible Spending Account (FSA) payments on your employer's behalf. All this information and more can be found on your customized WealthCare Portal:

[www.mybpcinc.com/clients/olympiaschools.cfm](http://www.mybpcinc.com/clients/olympiaschools.cfm)

### Employer ID: BPCOSD BPC Employee ID: Your Social Security Number (no dashes)

The first time you go to the site to download a document, check your balance, or submit a claim online you will need to register. You will be notified by email whenever a new Explanation of Benefits (direct deposit notification) or quarterly Account Summary Statement is made available on the WealthCare Portal. These documents will be available to you for a period of 3 years.

#### Enrollment

Eligible employees can submit a completed Health FSA and Dependent Care FSA Enrollment Form to the Human Resources Department. Changes to your flexible spending account are permitted only during the annual election period unless you have a qualifying event. Examples of a qualifying event would be marriage, birth of a child, etc. To have your reimbursements direct deposited into your checking or savings account an Employee Direct Deposit Authorization Form is required.

#### Health FSA

Eligible Health FSA expenses include medical, dental and vision expenses not covered by insurance; such as, doctor and prescription co-pays, dental expenses, vision expenses and drugs taken to treat a medical condition. A flexible spending account is an IRS-approved method of paying for your out-of-pocket medical expenses with pre-tax dollars. Most employees will save between 20% and 30%. **NOTE: If you have a Health Savings Account (HSA), your Health FSA is limited to covering Dental and Vision expenses only.**

Employees are permitted to use up to \$500 of unused health FSA amounts in the next year, instead of forfeiting the unused amounts. Current year Health FSA participants will be allowed to carry over a up to a maximum of \$500 of unused funds to their subsequent year Health FSA account. Eligible employees can now participate in a health FSA without the risk of losing all of their unused contributions.

You can use your BPC Benefits Card to pay for eligible Health FSA expenses at medical providers or authorized merchants or submit a paper claim for reimbursement. You will receive a BPC Benefits Card by the mail at your home address a few weeks after the enrollment process is complete.

#### Dependent Care FSA

The Dependent Care Flexible Spending Account enables you to pay for out-of-pocket, work related dependent day-care cost with pre-tax dollars. If you are married, you can use the account if you and your spouse both work or, in some situations, if your spouse goes to school full-time. Single employees can also use the account. For Dependent Care Expenses, generally an eligible child must be under age 13 and share your same principal residency for more than half the year. Under a special rule for dependent care expenses for children of divorced or separated parents, a child is an eligible dependent with respect to the custodial parent even when the noncustodial parent is entitled to claim the dependency exemption for the child.

#### BPC Benefits Card

You can use your BPC Benefits Card to pay for eligible flex expenses. The IRS requires merchants who are non-medical providers such as grocery stores, supermarkets, discount stores, warehouse clubs, convenience stores, drug stores and pharmacies and on-line pharmacies who sell Health FSA eligible goods and services to have an Inventory Information Approval System (IIAS) in place if they want to accept debit or credit cards such as the BPC Benefits Card. The IIAS system automatically identifies and verifies that purchased items are eligible medical expenses as long as they are not



## Flexible Spending Accounts Welcome Memo

over the counter medicine that requires a prescription from a doctor. You will not be required to submit receipts to BPC for items purchased with your BPC Benefits Card at these merchants. However, your BPC Benefits Card will not work to purchase over-the-counter medications because you will need to submit a prescription from the doctor when you file your reimbursement request. A list of these Benefit Card Merchants can be found on the WealthCare Portal.

When the BPC Benefits Card is used at medical providers (non Inventory Information Approval System (IIAS) vendors), such as at the dentist, doctor, lab or hospital, participants are asked to submit copies of all detailed receipts for items/services charged on their BPC Benefit Card with a signed claim form to BPC, in order to verify expense eligibility under the plan.

Due to new legislation, electronic payment cards, such as the BPC Benefit Card are required to provide consumers with the ability to access their accounts through at least two unaffiliated payment networks to reduce debit card costs and increase the competition in payment processing. To comply with this new law, you will have the option to pay for eligible Flex expenses by choosing credit and using your signature or choosing debit and providing your PIN (Personal Identification Number) when you use your BPC Benefits Card. Some merchants may not have updated their IIAS system to work with the PIN system yet. If you use your BPC Benefit Card as a "Credit" card and use the signature process, the IIAS system at the merchant will work to approve the IIAS approved Flex Eligible items.

### Submitting Claims

For every manually-submitted claim the receipt must show the date of service, item/service provided, name of service provider/vendor and amount charged. If it is covered by insurance it must also show the amount the insurance paid. An Explanation of Benefits (EOB) form from your insurance company will provide all the required information. A balance due bill or credit card register receipt is not an acceptable receipt. Receipts should be submitted with a completed claim form and faxed to (877) 760-7076 or mailed to P.O. Box 7500 Champaign, IL 61826-7500. ***You can also submit claims online via your employer's customized WealthCare Portal.***

### When will I receive payment?

**Daily Processing:** For those participants enrolled in direct deposit, reimbursement transactions will be posted daily. Payments for daily reimbursement will be direct deposited into your checking or savings account. Please allow 24-48 hours for transactions to post to your account.

**Weekly Processing:** If you do not elect direct deposit, we will process all claims received by 3:00 pm on Monday for payment on Friday. Checks for weekly claims reimbursement will be mailed to your home on Thursday from our Champaign, Illinois office. There is a minimum payment amount of \$25.00. Claims less than \$25.00 will be held until your reimbursement reaches \$25.00.

### How do I check my account balances?

You can submit a claim online, check your account balance anytime, find out if an expense is eligible, print a claim form, and read the Plan SPD on your employer's customized WealthCare Portal.

If you have any questions about claims or payments, please call us at (217) 531-9000 or (877) 272-8880 and ask for the Benefits Department. One of our associates will be happy to assist you.

### ***Benefit Planning Consultants, Inc. - Benefits Division***