

HEALTH BENEFITS E-NEWS EXTRA

*Department of Human Resource
Management
Office of Health Benefits*

September 4, 2014

File Flexible Spending Account Claims Before It's Too Late!

The Flexible Spending Account (FSA) run-out period to file claims for the July 1, 2013 through June 30, 2014 plan year ends September 30, 2014. By that date, employees must submit reimbursement requests for all eligible FSA expenses and resolve all outstanding transactions, including unverified FSA card transactions, for the 2013 - 2014 coverage period.

To submit claims for qualified expenses for the 2013-2014 Health FSA or Dependent Care FSA, employees must submit a claim to Anthem/CONEXIS by the September 30, 2014 deadline. Claims may be submitted online at www.benefitadminsolutions.com/anthem, by FAX at 1-888-347-5212, or by mail to Anthem FSA, P.O. Box 660165, Dallas, TX 75266-0165. Employees should contact CONEXIS at 1-877-451-7244 for assistance with FSA information.

Please encourage employees to retain documentation of all claim submissions, and to check their 2013-2014 FSA account balances before the deadline. Any funds remaining in the 2013-2014 FSAs that are not claimed by the end of the FSA run-out period will be forfeited. Unverified FSA card transactions that are not resolved by the end of the run-out period will be re-classified as taxable income.

FSA Payroll Deductions for Terminating Employees and Employees Going on LWOP

It is important that HR and Payroll coordinate so that FSA deductions are collected through the end of the month in which coverage ends when employees terminate employment. FSA deductions should be collected from the last paycheck, or from leave payments, if available. If deductions are missed and the agency has no way to collect, the agency should contact the employee to request payment. If the employee fails to pay, the unpaid debt may be submitted for debt set-off under the Virginia Debt Collection Act.

When employees go on LWOP for more than 30 days, they are eligible to reduce or cancel FSAs. In some cases, an FSA may be continued if the employee makes after-tax payments while on LWOP. Agencies often counsel these employees about the health insurance enrollment, but fail to address the FSA. Any time an employee going on LWOP > 30 days is enrolled in an FSA, counseling should be provided regarding these options before the leave begins.

Premium Rewards Eligibility Reminder

Employees who are hired with a health care coverage effective date on or after August 1, 2014, are not eligible for premium rewards during the 2014-15 plan year. Please do not give new hires the April 5 premium reward letter provided earlier. The next opportunity these employees will have to earn premium rewards will be at Open Enrollment next spring.

HIPAA Certificate of Creditable Coverage

An updated version of the HIPAA Certificate of Creditable Coverage will be available soon on the DHRM website under Benefits Administration, Resource Center. A copy of the certificate is attached.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.