

Flexible Spending Account (FSA)

Flexible spending accounts give employees the benefit of allocating money pre-tax to reimburse out of pocket medical, dependent care and parking expenses during the plan year. The advantage of using pre-tax dollars allows employees to save up to 30% on eligible expenses and increases take home pay! Employees save 30 cents of every dollar set aside. See the example below.

Pre-Tax Savings Example:

Without FSA		With FSA	
Gross Monthly Pay	\$3,000	Gross Monthly Pay	\$3,000
Estimated Taxes	\$829	FSA Healthcare Contribution	\$50
Net Pay	\$2,171	FSA Dependent Care Contribution	\$350
Estimated Health & Pharmacy Costs	\$50	FSA Parking Contribution	\$60
Estimated Dependent Care Costs	\$350	Adjusted Gross Pay after FSA Contributions	\$2,540
Estimated Parking Costs	\$60	Estimated Taxes	\$702
Final Take Home Pay	\$1,711	Final Take Home Pay	\$ 1,838
		Monthly Amount Saved:	\$127
		Annual Amount Saved:	\$ 1,524

How it Works

The City of Milwaukee FSA Plan is administered by Benefit Advantage. Employees who choose to enroll in the FSA, determine the dollar amount to contribute to each account based on estimated expenses for the upcoming plan year. Contributions are deducted in equal amounts from each paycheck, pre-tax, throughout the year. The more employees contribute to these accounts, the more they reduce their taxable gross salary and increase their take-home pay! For more information, visit DER's FSA website www.milwaukee.gov/FSA

The total annual Healthcare FSA contribution amount is available immediately at the start of the plan year. Dependent Care and Parking FSA funds are available up to the current account balance only. Employees don't have to enroll in the City's health insurance to participate in the Healthcare FSA.

Filing Claims

Filing claims is easy with multiple options available to employees. Upon enrolling, employees receive a debit card, which can be used to pay eligible expenses at the point of purchase at healthcare, dental and vision provider offices as well as retailers and pharmacies. Employees can also submit claims online, via the mobile app, through email, fax or mail. Some purchases may require documentation and Benefit Advantage will notify participants when further itemized expense documentation is needed. Employees may need to provide a copy of the EOB (Explanation of Benefits) or an itemized receipt to verify expenses. Once the claim is validated and processed, Benefit Advantage will provide reimbursement. All qualified claim requests will be processed and issued within 5 business days.

Eligible Expenses

FSA funds can only be used for eligible expenses under each specific FSA plan type including medical and dental services, pharmacy prescriptions, eye exams, glasses, work related parking expenses, child daycare, pre-school, and summer day camps. For a complete listing of expenses see the Eligible Expenses flyer on the FSA website: www.milwaukee.gov/FSA

Healthcare Flexible Spending Account

The Healthcare Flexible Spending Account (FSA) allows employees to allocate money pre-tax for reimbursement of out-of-pocket medical expenses incurred by the employee and dependents during a plan year. Eligible expenses include, but are not limited to, prescriptions, medical and dental deductibles, copays, coinsurance, vision and hearing care. Please note insurance premiums are NOT eligible for reimbursement. Employees do not need to participate in the City's health insurance plan in order to participate in the Healthcare FSA. Employees can contribute a minimum of \$104 or a maximum of \$2,750 in the Healthcare FSA.

Carryover puts your mind at ease

The Healthcare FSA "Rollover" amount is \$500 and allows employees to rollover unused funds up to \$500 to the following plan year. Any unused funds over the allowable \$500 are forfeited. Rollover dollars may be used to pay or reimburse medical expenses under the Healthcare FSA during the current plan year.

Dependent Care Assistance Program

A Dependent Care Flexible Spending Account allows employees to pay for dependent care services, such as preschool, summer day camp, before or after school programs, and child or elder daycare. The IRS states that an eligible dependent for the purpose of a Dependent Care reimbursement Plan is a child 12 years or younger and living at home with the employee. Employees can contribute a minimum of \$104 or a maximum of \$5,000 in the Dependent Care FSA.

Parking Reimbursement Account

The Parking Flexible Spending Account gives employees the benefit of allocating money pre-tax for out-of-pocket parking expenses. Eligible parking expenses are expenses incurred for parking while the employee is at work. Dependents or any person other than the employee may not use this account. Employees can contribute a minimum of \$104 or a maximum of \$3,180 in the Parking FSA. Any funds left in an employee's FSA parking account will be rolled over to the following year.

Enrolling is Easy

Employees must enroll in the Flexible Spending Account benefit every year during the open enrollment period. Employees enroll through the City's Self-Service program at: www.milwaukee.gov/selfservice in the Flexible Spending section. All employees must have their Employee ID number (6-digits) and a password to access self service. To request or reset a password go to www.milwaukee.gov/rits.

Changing Elections During the Plan Year

Employees may change FSA elections during the plan year if they experience a change in status including:

- Marriage or divorce
- Birth or Adoption of a child
- Change in Employment Status
- Change in Dependent Care Providers
- Parking elections or changes can occur at anytime

Participant Support

Employees can contact Benefit Advantage with questions at 1-800-686-6829 or claims@benadvan.com. Employees can also access their account by visiting www.benefitadvantage.com.