

Flexible Spending Accounts (FSA)

An FSA is a tax-effective, money-saving option that will help you pay for qualified healthcare expenses that are not covered by your medical plan, and for dependent care services necessary to enable you to work.

- Healthcare FSA: Maximum contribution of \$2,650 during 2018
- Dependent Care FSA: Maximum contribution of \$5,000 during 2018

take care by WageWorks

take care by WageWorks administers the Flexible Spending Accounts.

Enrollment

New faculty/staff enroll **within 30 days** of hire or decline coverage. Continuing faculty/staff may make enrollment changes during open enrollment period or within 30 days of a [qualifying life event](#). For benefit enrollment and changes, go to [SmartBen™](#).

Grace Period

If dollars are still available in your FSA after December 31, eligible claims still will be reimbursed as long as they have a date of service prior to March 15 of the following year (2 ½ month grace period). Employees have until March 31 to submit claims that were incurred in the previous year or the grace period. Funds remaining in your FSA account(s) after March 31st are forfeited.

Limitations

Healthcare FSA

- Maximum Contribution per Employee: \$2650 for 2018
- Spouse Contributions: If each spouse is eligible to elect salary reduction contributions to an FSA, each spouse may elect to make salary reduction contributions of up to \$2,650. Please note that if you both have FSA accounts, you cannot submit for reimbursement for the same expenses.
- Leaving Baylor: If you end your employment with the University or are no longer eligible to participate, you can no longer incur expenses for reimbursement after the separation or ineligibility date. However, if services were received prior to the separation or ineligibility date, you may still file claims through Decemer 31st of the year that you lose eligibility. If you have funds remaining in your account upon separation, you may continue paying into this account (continuation of coverage; i.e., COBRA) with after tax dollars so that you may incur expenses after the separation date.

Dependent Care FSA

- **Maximum Annual Limit**
 - Single or Married Filing Jointly: \$5000 total for 2018
 - Married Filing Separately: \$2500 each for 2018
- **Spouse Contributions:** If your spouse participates in a Dependent Care Spending Account through another employer and you file a joint return, the total amount both of you contribute cannot exceed \$5,000. You are responsible for coordinating your contributions to a Dependent Care Spending Account with your spouse so that the \$5,000 limit is not exceeded.
- **Reimbursement Timing:** An expense cannot be reimbursed until the service has been fully incurred. You may only be reimbursed up to the amount actually contributed to your Dependent Care Spending Account for the plan year less any prior reimbursements.
- **Medical Leave:** The Internal Revenue Code, section 129, does not allow participating in the Dependent Care FSA while on medical leave. DDC expenses incurred during a medical leave are not eligible for reimbursement. Since your Dependent Care status has changed as a result of medical leave, you may elect to change your election for the balance of the year.
- **Leaving Baylor:** If you end your employment with the University or are no longer eligible to participate, continuation of the FSA does not apply to Dependent Day Care.

Submit A Claim

WageWorks' easy-to-use-and-understand claim forms enable you to submit claims online via the WageWorks website for the fastest (and most secure) method, or by email, mail, or fax, and get reimbursed quickly.

- Website: [MyFlexOnline](#)
- Email: claims@takecareclaims.com
- Fax: 877-782-8889
- Mail: take care by WageWorks, P.O. Box 14054, Lexington KY 40512

Payment & Reimbursement

take care Card

WageWorks provides a **take care® Card** for medical FSA participants. The take care Card allows participants to pay at the point of receiving medical services which is deducted from your medical FSA automatically.

Important Information

Each year, you should retain your take care Card and the card will be "loaded" with your new election amount each year. Remember to retain all receipts and documentation from your take care Card transactions to prove expenses are eligible under your plan guidelines and applicable regulations established by the Internal Revenue Service. While the card will provide convenience for unreimbursed medical expenses, claims may require verification, as required by IRS regulations.

If the claim cannot be verified, WageWorks will contact you by mail requesting that you submit to WageWorks substantiation of services provided. In most cases for established copays, the "system" will do this for you. If you do not respond to WageWorks's request for substantiation of services, the card will be suspended until you can comply. While a card is suspended, participants may still fax or mail FSA claims at any time.

Direct Deposit

Reimbursements can be provided by a mailed check but setting up direct deposit offers faster service. Complete the WageWorks Direct Deposit Authorization form and fax to 877-782-8889 or mail to take care by WageWorks, PO Box 14054, Lexington, KY 40512.

Resources – Flexible Spending Accounts

- [Dependent Care FSA – Video Overview](#)
- [FSA Calculators](#)
- [FSA Eligible Expenses](#)
- [FSA Worksheet](#)
- [Healthcare FSA – Video Overview](#)
- [take care by WageWorks Website](#)
- [take care Card FAQs](#)
- WageWorks Customer Service: 1-800-950-0105
- [WageWorks Important Forms](#)