

*The Dependent Care Flex-Spending (FSA) plan allows participants to set aside a portion of their pre-tax pay for reimbursement of **qualified childcare expenses*** for dependent children age 12 and younger, including: daycare, pre-school tuition, before/after-school care, and day camp programs during school breaks. This benefit may also be used for dependents with special needs, including elder daycare.*



How the Dependent Care FSA Works...

- **Money Comes Out of Your Pay Non-Taxed for Eligible Childcare Expenses.** Your employer sends your non-taxed payroll deductions to Cafeteria Plan Advisors to deposit in your Dependent Care account.

Your payroll deductions are based on your annual Dependent Care FSA election divided by the number of available pay periods in the plan year. The maximum election is \$5,000 per year, per family.

- **You Pay Your Childcare Provider(s).** We don't pay your childcare provider(s). You pay them out-of-pocket and we reimburse your expenses from your available Dependent Care account balance.

Note: If your childcare provider does not report the money you pay to her/him as income on their taxes or won't provide you with their Tax ID/Social Security number, fees paid to them can't be reimbursed through your Dependent Care FSA account.

- **Accessing Your Dependent Care FSA Monies.** To be reimbursed from the funds that have accrued in your account via payroll deduction, you need to submit a claim(s) for reimbursement. Claims may be filed via fax, e-mail, or online via your account portal or our app.

Here are your claim submission options—choose the one that works best for you:

- 1) **Regular, on-going Reimbursements.** If you put in a claim for your full annual election amount right at the start of the plan year, you will receive automatic reimbursements about one week following each paycheck deduction.
- 2) **Periodic Reimbursements.** You can also submit a claim(s) periodically, such as: monthly, quarterly, or whenever your account balance reaches a certain dollar amount that suits you (e.g. \$500, \$1000, etc.).
- 3) **Lump-Sum Reimbursement.** Submit your claim at the end of the plan year to receive a lump-sum reimbursement of all deductions accrued during the plan year.

Note: Dates of service must fall within the plan year and while actively employed. All claims must be submitted to Cafeteria Plan Advisors within 90 days of the end of the Plan Year, otherwise the funds may be forfeited.

- **Expense Documentation.** We don't need to see your childcare bills or receipts if you complete the Dependent Care Claim Certification Form with your childcare provider's information (name, address, and Tax ID number or Social Security number if the provider is an individual), but you should keep the bills and receipts for tax purposes.

* This benefit is for qualified expenses incurred for the care of eligible dependents named on your tax return in order for you to be able to work. Overnight camp and school tuition for kindergarten and up are not eligible. Extra-curricular and enrichment programs/activities that aren't daycare/childcare-based are not eligible. Nanny services may be eligible. Fees unrelated to the direct care of the dependent(s) are not reimbursable. Dependent Care Reimbursement Plan Guidelines are governed by the Internal Revenue Service and can be found at CPA125.com. Dependents must qualify under regulations set forth in IRC Sections 152 and 129. Consult with a tax advisor for more info. with regard to your personal tax situation.