

*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 your eligible dependent children age 12 and younger who are claimed on your tax return. These include day care, pre-school tuition, before/after-school care, and day camp programs during school breaks (if used as a form of daycare in order for the participant and other caregiver, if applicable, to be able to go to work. This benefit may also be used for daycare for eligible dependents with special needs and elder daycare services.*



How the Dependent Care FSA Benefit 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 amount divided by the number of available pay periods in the plan year. The maximum annual election is \$7,500 *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 over the course of the plan year.
- 2) Periodic Reimbursements.** You can submit claims periodically, such as monthly, quarterly, or whenever your available balance reaches a dollar amount that suits you (e.g. \$500, \$1000, etc.).
- 3) Lump-Sum Reimbursement.** You may let your payroll contributions build up over the course of the plan year and submit a 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 following the end of the Plan Year, otherwise the funds may be forfeited under IRS rules.

- **Expense Documentation.** We don't need to see your childcare bills or receipts if you complete the Dependent Care Claim Certification Form and include the provider's name, address, and Tax ID number (SSN if the provider is an individual), but do keep the bills and receipts for tax purposes. Important: Dependent Care expenses that are reimbursed through the Dependent Care FSA plan should NOT be claimed on your tax return as you will have already received the tax benefit on those monies.

* This benefit is for qualified dependent care expenses incurred for the supervised care of eligible dependents in order for you to be able to go 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), such as administrative and registration fees, payment processing or convenience fees, etc., 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.