

Diocese of Toledo Flexible Benefit Plan

Plan Highlight Sheet

This Plan Highlight Sheet provides a quick reference to some of the most common information regarding your Flexible Spending Account(s).

Plan Year:	July 1, 2020 – June 30, 2021
Plan Maximums:	Medical Flexible Spending: \$2,750.00 Annually (for the plan year beginning July 1, 2020) Dependent Care Flexible Spending: \$5,000.00 Annually
Claim Filing Deadline for Terminated Employees:	Separated employees will be allowed 90 days following their termination date to submit expenses incurred through the end of the month in which they terminated.
Does this Plan allow for a Balance Carryover?	No. Funds do not carry over to the future plan year, all funds not used by the end of the Grace Period (see below) are forfeited.
Claim Filing Deadline at the End of the Plan Year (Grace Period):	A Grace Period of 2 ½ months (until September 15) is offered during which additional eligible expenses may be reimbursed from remaining funds in the previous plan year account balance (if available). Claims must be received no later than September 30th.
Website and log on information:	www.MyEnroll.com Log in using your MyEnroll360 User Name and Password
Claim Submission:	FSA funds can be accessed using the WEX Health Benefits Card (special purpose Mastercard), or by filing a claim for reimbursement. Visit www.MyEnroll.com for claim filing instructions.
Customer Service:	Contact the BAS Client Services Team by email at service@BASusa.com or by phone at 800-845-5513 – Press 1 (Monday - Friday, 8:30 am – 5:00 pm)

NOTES:

If you wish to file claims for expenses incurred by or on behalf of your dependents, those dependents (including your spouse) must be enrolled in MyEnroll360 when you enroll in the FSA plan(s). Claims for dependents will be denied if the dependent is not in the MyEnroll360 system. Please contact the BAS Client Services Team for additional information.

Remember that debit card transaction receipts must be saved. The IRS requires that every transaction made with any type of Flexible Spending Account prepaid debit card must be substantiated in order to confirm that the cardholder is using the Card to pay for an eligible expense. The IRS considers many expenses paid with the Card to be automatically substantiated at the point of sale. Many expenses cannot be substantiated at the point of sale, and IRS regulations require you to submit extra documentation to verify the transaction. If you use your Card for an expense that cannot be automatically substantiated at the point of sale, the merchant will be paid for the expense, but you **MUST** provide documentation to verify that the purchase is an appropriate FSA expense. Request for substantiation will be sent by WEX Health.

The IRS places certain restrictions on contributions to and distributions from FSA plans. Once you authorize deposits to an FSA for the plan year, federal rules prohibit you from stopping or changing your election until the next plan year, unless you experience a "Change of Status Event" recognized by your plan.