



Open Enrollment Meeting

State of Idaho

Department of Administration

Health Care and Day Care FSA Benefits

Webinar & Plan Administration by Navia Benefit Solutions





What Benefits Are Being Offered?

Premium Conversion Plan

Allow you to have your group-sponsored medical and dental premiums deducted on a pre-tax basis

Elective Benefits

Health Care FSA (HCFSA)

Day Care FSA (DCFSA)



What is Section 125?

Section 125 of the IRC allows you to pay for qualified expenses on a tax-free basis. The monies deducted under a Section 125 plan effectively lower your gross income and your taxable base.

When you use your FSA to pay for eligible expenses you get to pay for expenses you were already going to incur and take home more of your paycheck!!



Flexible Spending Arrangements

A Flexible Spending Arrangement (FSA) plan enables you to set aside money on a pre-tax basis to pay for out-of-pocket health care and/or day care costs. Your FSA plan year is **July 1st, 2016 through June 30th, 2017** and all claimed expenses must have dates of service that fall within the plan year.

This benefit covers you, your spouse and any tax dependent(s). Your eligibility for this benefit is not based on the status of your insurance coverage through your employer.

Run Out Period: You'll have 4 months to submit claims after the end of the plan year, so claims for the **2016-2017** plan year must be filed by **October 31st, 2017**.



Health Care FSA (HCFSA)

This benefit is used to pay for eligible out-of-pocket expenses that are medically necessary. The health care FSA is **pre-funded**. You have access to the full annual election amount at the beginning of the plan year.

Unlike insurance benefits, the health care FSA covers you and your dependents even if you are not covered under your employer's insurance plans.

The maximum amount that you set aside for your **Health Care FSA is \$2,500.**



Health Care FSA \$500 Carry Over

The Carry Over provision allows you to carry over up to \$500 of unused health care FSA dollars to the following plan year. The carry over amount does not affect your ability to elect the maximum annual election allowed each plan year for the health care FSA.

Example: \$500 in carry over funds + \$2,500 max = \$3,000 total for the next plan year

Any amounts carried over are added to your annual election. If you did not re-enroll in the health care FSA and have a carry over amount, then you're automatically enrolled in the plan retroactive to the plan start date.

Under IRC Section 213(d), the expense must be to “treat a medical condition” to be considered eligible for reimbursement. This includes common expenses such as:

- Copayments, prescriptions, deductible and coinsurance amounts
- Dental and orthodontia expenses
- Vision expenses such as lenses, contacts, frames etc.
- Acupuncture, chiropractic, naturopathic doctors
- Over-the-counter drugs

NOTE: All Over-the-Counter drugs and medicines will require a prescription in order to be reimbursed.



Over-the-counter drugs and medicines (those that contain an active ingredient) will require a specific prescription in order to be reimbursed. Here are some quick tips to consider:

- Have your provider write a general prescription like “OTC Pain Medication” or OTC Allergy Medication” instead of listing the specific items on the Rx (i.e. Advil, Midol, Claritin, etc...)
- Call your doctor’s nurse line and ask for the prescription. It saves you time and a possible copayment

Send us the prescription and we'll keep it on file for the entire plan year





Health Care FSA Ineligible Items

Ineligible expenses include those that are considered hygienic or cosmetic in nature or those that are not treating a medical condition. Some common examples include:

- Cosmetic surgery
- Gym memberships
- Insurance premiums
- Warranties
- Teeth whitening
- Veneers
- Electric toothbrushes

Visit our web-site at www.naviabenefits.com for an extensive list of eligible and ineligible expenses.

Determining your annual election can be hard if you've never enrolled in a health care FSA before. Here are some tips to help you determine the appropriate amount.

- **Call your health insurance carrier** and view your out-of-pocket expenses. How many copayments did you pay? Did you meet your deductible? Any coinsurance?
- **Call your pharmacy** and ask for a print-out of your prescription costs for the last year.
- **Open your medicine cabinet.** Most of us turnover our medicine cabinet once a year. Look at what you have and estimate the replacement cost.
- **Do you have any large expenses coming up?** Any upcoming dental work, glasses, orthodontia? You can easily estimate the out-of-pocket costs for these expenses.

Tip: You may want to be conservative with your election, if you are unsure of the exact amount you will be spending in the coming year.

Child care can be a large expenditure for many families. The day care FSA provides some tax relief by allowing families to set aside pre-tax dollars to pay for qualifying expenses. To qualify, the care must:

- Be for a dependent 12 and under (unless the dependent is physically or mentally impaired and cannot provide care for themselves, then no age limit)
- Enable you and your spouse to work, actively look for work or be a full time student
- Not be educational in nature (i.e. school tuition).





Day Care FSA 2 ½ Month Grace Period

The 2 ½ month Grace Period provision gives your plan year an extension so that any day care expenses incurred from July 1, 2017 through September 15, 2017 can be submitted against the plan year that ended on June 30th, 2017 or the plan year that just started on July 1, 2017.

Day care claims submitted against the prior plan year must still be submitted by the claims run-out deadline.

The Day Care FSA calendar year maximum:

- \$5,000 if you are married filing jointly
- \$5,000 if you are single
- \$2,500 if you are married filing separately



The Day Care FSA is **not pre-funded**; reimbursements are paid based on your account balance.

Eligible Expenses:

Before and after-school care
Day camps
Preschool

Ineligible Expenses:

Overnight camps
Kindergarten
Childcare while you are not working
Care provided by spouse or dependent



Submitting a Claim

We make submitting your claims as easy as possible. You can use one of the following methods:

- MyNavia App – An easy-to-use mobile app that gives you real-time access on the go. Available for both Apple and Android devices
- FlexConnect – Simple online auto-claim preparation tool for HCFSA
- Online Submission – Log into your account at www.naviabenefits.com
- Day Care FSA Recurring Claim – Simple online auto-claim tool for DCFSA
- Paper Claim Form – Mail, fax or email your claim and documentation to us

Allow up to two (2) full business days for your claim to be processed. Reimbursements are issued each business day.

Or, use the Navia Benefits Card and skip the claim filing step!!!

Rather than filing a claim and waiting for reimbursement, you can use the Navia Benefits Card to pay your provider directly for qualified expenses.



- The card is accepted at participating merchants using the IIAS technology system and/or medical merchants setup with the MasterCard system.
- Be sure to hang on to your receipts in case we need to see them to verify expense eligibility.
- If we need to see a receipt, you will notice an alert on your mobile app and we will send you an email reminder

We may ask you to verify certain card transactions after-the-fact. It's important to note that Navia only sees the date of transaction, amount of card swipe and the type of merchant. We do not see the following:

- **Date of Service**
- **Type of Service**
- **Cost of Service**



However, Navia is allowed to auto-approve certain transactions without requiring additional documentation.

- **Swipe amounts that match a copayment amount (or multiple of)**
- **Prescriptions purchased from a pharmacy (physical locations)**
- **Transactions that match the amount and merchant of a previously verified expense**

Grocery stores and pharmacies must have IIAS in place in order to accept an FSA benefits card. Below is a partial list of major store chains that accept the Navia Benefits Card. A more extensive list can be found on our website.

Albertson's

Bartell Drugs

Costco Online

CVS

Fred Meyer

Kroger (QFC, Ralph's)

Rite Aid

Safeway (Von's)

Sam's Club

Target

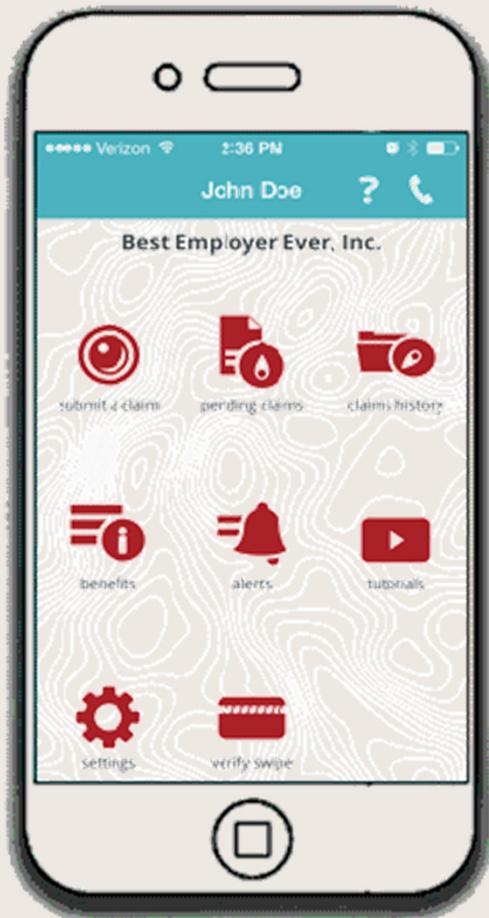
Top Food and Drug

Wal-Mart

Walgreens

Winco Foods

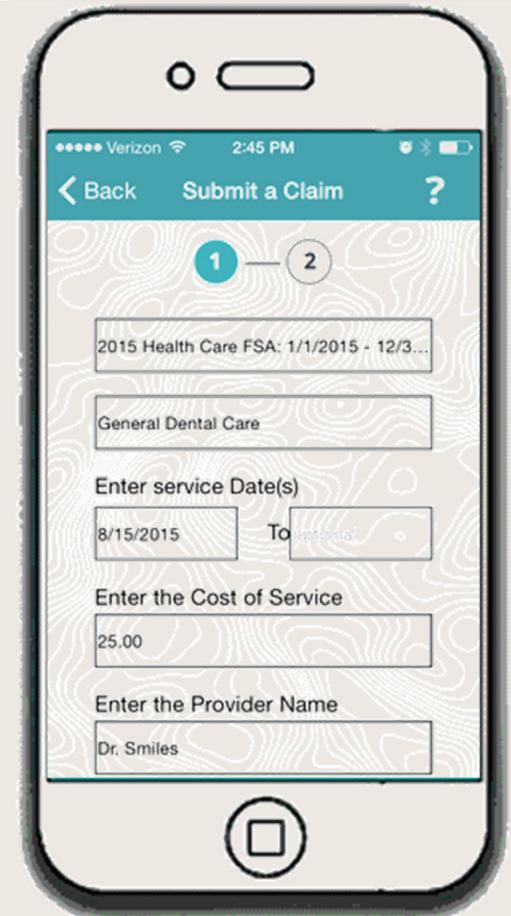




The MyNavia App gives you real-time access on the go!

- Submit your claims
- Claim approval & reimbursement notifications
- Update personal information
- Substantiate debit card transactions
- View active benefits and claims history
- View pending claims

Available for download on Google play and the App Store



Now you can FlexConnect your FSA
to your Medical, Dental and Vision carriers' websites!

Enter your insurance carrier's name:

Example: United Health Care

Popular Insurance Carriers

Aetna	Humana
Anthem	Premera
Anthem Blue Cross of California	Premera Blue Cross of Washington
Cigna	United Health Care
Delta Dental	VSP

Step 1.
Enter Carriers

[Visit Homepage](#) [Registration](#) [Password Help](#)

Username
for your **Aetna** account

Password
for your **Aetna** account

Step 2.
Enter Username/Password

Pending Reimbursements

Service	Provider / Date	Individual	Amount	Doc	
	Jamal Roberts Fri, Jun 28 2013	Wilfred	\$357.95		<input type="button" value="Reimburse me!"/>
	Ricky Rutherford Sun, May 19 2013	Wilfred	\$357.11		<input type="button" value="Reimburse me!"/>
	Murphy Keebler Tue, May 07 2013	Wilfred	\$358.23		<input type="button" value="Reimburse me!"/>
	Wendell Roob Thu, Feb 21 2013	Theodore	\$128.96		<input type="button" value="Reimburse me!"/>

Step 3.
Click "Reimburse me!"



Enrolling in the Plan

**Contact your Benefits Administrator for
more information about enrolling!**



Support

Our dedicated staff of customer service agents are available to assist you, Monday through Friday, between the hours of 5:00 am and 5:00 pm (PST). You can reach our customer service at **(425) 452-3500** or toll-free at **(800) 669-3539**.

If email is more convenient, customer service can also be reached at **customerservice@naviabenefits.com**.