



# Alaska Division of Retirement and Benefits

## AlaskaCare Employee Health Plan

### Health Flexible Spending Account

#### Guide for Members of the AlaskaCare Employee Health Plan

The Health Flexible Spending Account (HFSA) provides an opportunity for you to save by setting aside money for health care expenses on a pre-tax basis. You decide the amount you want to contribute each month, up to the Internal Revenue Service (IRS) limit. You can also use your HFSA to pay for qualified health care expenses not covered by your insurance.

### How a HFSA Works

During each benefit year, you contribute a predetermined amount from each paycheck to the account. When you incur medical expenses, you file claims and are reimbursed with tax-free dollars from the account. You benefit from reduced taxes because you don't pay taxes on the dollars you contribute to your accounts.

### How to Enroll in a HFSA

Setup of a HFSA is offered during the annual Open Enrollment period or a qualified status change event. You must elect this benefit each year to continue from one year to the next.

### How to Receive Reimbursement

To be reimbursed for eligible medical expenses, claims for reimbursement to the HFSA may be submitted in one of the following ways:

#### Streamlining

If you do not have any other health coverage, you can elect to have your HFSA set up with "streamlining." Streamlining automatically sends the unpaid portion of your eligible medical claim (deductible, your portion of the coinsurance, etc.) directly to your HFSA account for reimbursement.

#### Non-Streamlining

##### Direct Claims Submission

With this option, you submit your claims to PayFlex on the Flexible Spending Account Claim form after receiving your Explanation of Benefits (EBO) from the plan or any other health plan in which you participate.

#### It's a simple tap with the PayFlex Mobile® app

- Manage your account and view alerts
- Snap a photo of your receipts to submit claims
- View common eligible expense items, and more

*Note: Standard text messaging and other rates from your wireless carrier may apply when using the PayFlex Mobile app.*

### Great Reasons to Enroll in a HFSA

- You contribute pretax dollars from your paycheck (up to the IRS limit) throughout the year, but your full contribution is available for use at the start of the plan year.
- You can use the funds to pay for qualified health care expenses for you, your spouse and/or your tax dependents. Such expenses may include:
  - » Copays, coinsurance and deductibles
  - » Dental expenses like orthodontia and crowns
  - » Vision expenses like laser eye surgery and contacts
  - » Over-the-counter (OTC) items prescribed by your health care provider

### Things to Keep in Mind

At the end of a benefit year, you may carry over up to \$610 of unused funds in your HFSA to the next benefit year, but unused amounts over \$610 are forfeited.

- Services for eligible expenses must be received while you are covered by the plan—coverage stops during periods of leave without pay and at termination. Your HFSA coverage also stops when you move to a bargaining unit which does not participate in the Select Benefits/AlaskaCare health plan.
- Services must be received prior to the end of the benefit year, December 31, and claims for the benefit year must be filed within 90 days of the end of the benefit year.
- You can view the IRS contribution limits, a list of common eligible expense items, and full instructions for seeking reimbursement on the PayFlex member website.

### Questions?

Call PayFlex directly at (888) 678-8242, Monday – Friday from 4 a.m. to 4 p.m. AKST, and Saturday from 6 to 11 a.m. AKST, or visit [payflex.com](http://payflex.com).

#### Alaska Division of Retirement and Benefits

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#### Member Education Center

Hours: Monday-Thursday 8:30 a.m. to 4 p.m. | Friday 8:30 a.m. to 3 p.m.

Toll-Free: (800) 821-2251 | In Juneau: (907) 465-4460 | Fax: (907) 465-4668 | TDD: (907) 465-2805

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*The information in this brochure is not intended to replace the Alaska Statutes, the Alaska Administrative Code, or the plan documents. Language contained in Alaska Statutes, the Alaska Administrative Code, and the plan documents governs the plans.*