



Frequently Asked Questions Flexible Benefits

Q. What are Flexible Benefits?

A. IRS Section 125 allows you to deposit your own pre-tax earnings into an account you use to pay for licensed day care provider or qualifying health expenses.

Q. What kind of expenses do each of these accounts cover?

A. The Dependent Care Reimbursement Account (DCRA) allows you to be reimbursed on a pre-tax basis for child care or adult dependent care expenses that are necessary to allow you or your spouse to work, look for work (with income during the year), or your spouse to attend school full-time. Your DCRA can be used to reimburse you with pre-tax dollars if the expenses for your dependents meet the [IRS definition of dependent for income tax purposes](#). An adult (e.g., parent, grandparent, or adult disabled child) may qualify as a dependent if you are providing more than half of that person's care for the year.

Q. Who is eligible to participate in the FBP?

A. All full-time employees who are scheduled to work 20 or more hours or more per week are eligible to participate in MCC's FBP. Part-time (those who work less than 20 hours a week), seasonal and temporary employees are not eligible. Your employer must choose to offer this benefit to you.

Q. I am a new hire. When may I begin participating in the plan?

A. As a new hire, you may begin participating in the plan the first of the month following your date of hire. If your date of hire is the first of the month, you may begin participating on that day.

Q. How do I enroll in the FBP?

A. There are no paper forms to complete. You may enroll in the FBP when initially eligible; within 30 days of a Qualifying Life Event (QLE), such as a loss of coverage, the birth of a baby, or a legal adoption; and, during MCC's annual [Open Enrollment](#) period.

Q. Is my premium payroll deduction taken before taxes?

A. Yes, FBP deductions are taken on a pre-tax basis.

Q. What are the maximum amounts that I may contribute?

A. For 2019:

- Healthcare Reimbursement Account: \$2,650 per year
- Dependent Care Reimbursement Account: \$2500 per year, if filing an individual tax return, or \$5,000 per year, if filing a joint income tax return.

Q. How will my bookkeeper know how much to withhold from my paycheck?

A. Your bookkeeper will receive a full report of benefit elections for all the employees of your unit.

Q. How does my money get into the plan?

A. Your money is sent to Meritain™ Health, the administrator of these accounts.

Q. How do I submit a claim to Meritain™ Health?

A. A [Flexible Benefit Reimbursement Form](#) must be completed and submitted to Meritain™ Health for reimbursement. Guidelines for Reimbursement are included on the form. Reimbursement for the calendar year must be submitted by March 31 of the following year. For example, reimbursements for 2018 must be submitted no later than March 31, 2019.

Q. What do I include with my claim form and how do I get it to Meritain™?

A. You must attach your supporting documentation to your Flexible Benefit Reimbursement Form then you fax it to 888-837-3725, or you can mail it to Meritain Health, PO Box 30111, Lansing MI 48909. The back page of the claim form lists the different forms of acceptable documentation.

Q. What happens if I elected to have \$1,200 withheld for my Healthcare Reimbursement Account but I submit a claim for \$1,000 on April 1, having had only \$300 deducted from my paychecks so far?

A. Health expenses can be paid in advance of your deductions, up to your annually elected contribution amount. In this example, all \$1,000 would be paid out in April. Your contributions will continue through the end of the calendar year.

Q. Does the Dependent Care Reimbursement Account work the same way? If I elect to have \$2,400 withheld for the year, and submit a claim for \$2,400 for three months of daycare charges on April 1, would I be reimbursed the full \$2,400?

A. No, Dependent Care claims are reimbursed after your payroll deductions are received. In this example, only \$600 would be reimbursed in April because that is all you have deposited into your account.

Q. How can I find out how much money I have left in my account?

A. Meritain™ will send statements to you quarterly. These statements show the claims you have submitted and your remaining balance. If you prefer, you can call Customer Service at 800-748-0003 for your account balances.

Q. How will I be paid?

A. You can choose to be paid in one of two ways. You may complete a [direct deposit authorization form](#) so that the reimbursement can be deposited directly into the account you choose. If you do not choose this method, a reimbursement check will be mailed to your home address.

Q. May I get reimbursed for my medical and dental plan premiums that are withheld from my paycheck?

A. No, your medical, dental and vision premiums are already deducted from your paycheck on a pre-tax basis.

Q. May I get reimbursed for my gym membership?

A. Only in very limited circumstances would fees paid to a health club qualify. One instance might be where fees are incurred upon the advice of a medical practitioner to treat a specific medical condition (e.g., rehabilitation after back surgery or treatment for obesity). The expense must not

have been incurred “but for” the disease (for example, if you belonged to the health club before being diagnosed, then the fees would not qualify). When treatment is no longer needed, the fees would no longer qualify. To show that the expense is primarily for medical care, a note from a medical practitioner recommending it to treat a specific medical condition is normally required.

Q. Are there age limits for dependent child care reimbursement?

A. Yes, dependent children must be under the age of 13 unless physically or mentally incapable of caring for him or herself and has been living with you for more than half the year.

Q. I want to contribute the same amount to my Health Spending Account next year, do I need to call in?

A. The IRS mandates that Flexible Benefits requires enrollment every year. If you do not re-enroll, your flexible benefit account during Open Enrollment, it will end on December 31.

Q. The IRS permits reimbursement for contraceptives through a Health Spending Account. Does the MCC Flexible Benefits Plan include this coverage?

A. MCC’s Flexible Benefits Plan and all other MCC benefit plans are consistent with Church teachings. The MCC Flexible Benefits Plan does not permit reimbursement for contraceptives or any other drug, device or procedure that is not consistent with Church teaching.

Q. Where can I learn more about what expenses are eligible for reimbursement under my Health Spending Account and/or a Dependent Care Account?

A. You can find specific information online by visiting [here](#). You may also call MCC Benefits at 800-395-5565 or email your request to Benefits@MICatholic.org.