



REIMBURSEMENT BENEFIT PLAN PARTICIPANT GUIDE

FSA Plan Information

Contribution Limits for FSA

The amount your employer will allow you to defer to the Healthcare FSA plan is a **minimum of \$0 and maximum of \$2000 per year**. The amount your employer will allow you to defer to the Dependent Care FSA is a **minimum of \$0 and maximum of \$5000 per year**.

Plan Year Information

- Your employer's plan year will run from **July 1, 2016 until June 30, 2017**.
- Associates who have terminated from the plan and/or employment during the year have **until the last date of their employment** to file FSA expenses that were *incurred* prior to the termination date from the plan.
- Reimbursements are sent by direct deposit on a weekly basis.
- **All employees will be charged a \$5.00 monthly administration fee for enrolling in the FSA plan regardless of the number of plans enrolled.**

Need to know your next payment date and amount? Plan balances? When your last FSA Reimbursement was processed?



Login to Website:
mangrovebenefits.com

Call our Interactive Voice Response (IVR) System at 888-862-6272 any day, any time, from anywhere, for quick access!

Connect With Us:



IN THIS GUIDE:

- Healthcare FSA
- Dependent Care FSA
- Rules of the FSA Plan
- Reimbursement Process
- Benefits Card
- How to Enroll

What is a Flexible Spending Account?

A Flexible Spending Account (FSA) is an optional benefit your employer provides allowing you to pay certain health care and dependent daycare expenses with pre-tax money. You will not pay any federal, social security, and in most cases, state or local taxes on the funds you allocate into the plan. You can save an estimated \$20 to \$40 on every \$100 you elect to defer. The amount of your savings will depend on your federal, state, and local tax brackets.

It is important that you understand how FSAs work in order to maximize their valuable advantages. This guide will help you understand these accounts, their rules, reimbursement procedure, and the election process.

Why would I want to elect an FSA?

Think about this: Do you or any of your eligible dependents have monthly prescriptions? Wear prescription glasses or contacts? Go to the doctor or dentist? If you answered "yes" to any of these questions, you should consider electing an FSA.

An FSA offers tax savings by allowing you to pay for out-of-pocket expenses with pre-tax money. Without an FSA, you would still pay for these expenses, but you would do so using money remaining in your paycheck after federal (and often state and local) taxes are deducted. Since your account will be funded with the entire amount of your annual election the first day of the plan year, you can immediately access your funds for expenses as soon as the plan starts. Your account is paid back via your payroll deductions on each paycheck during the plan year on a pre-tax basis.

Save more with our FSA shop at mangrovebenefits.com to buy FSA eligible items, find services and learn more about an FSA.

How to Enroll

To enroll in the plan, please contact your HR department. You do not need to participate in any other employer benefits to participate in the FSA.

Have a question about your existing account?

You can browse the Frequently Asked Questions (FAQ) and other helpful documents within your online account. Or, you may contact either our **Customer Care Department** at **888-862-6272** from 7:00 a.m. to 5:00 p.m. CST Monday-Friday, or use the IVR System 24/7.



Healthcare FSA

Almost every person has a number of necessary and predictable expenses that are not paid by their insurance plans. You can save money by placing funds for those out-of-pocket expenses directly into your Healthcare FSA.

Eligible Expenses

You can pay out-of-pocket health care expenses for yourself, your spouse, and all of your dependents for health, dental and vision care expenses while you are actively participating in the FSA plan. The eligible expenses may be reimbursed regardless of whether you, your spouse or dependents are covered by your employer's medical, dental, or health plans.

Be advised that certain over-the-counter expenses are no longer eligible under the FSA plan unless prescribed by a physician.

Ineligible Expenses

Some expenses may not be eligible for reimbursement under current IRS regulations. These may include expenses not yet rendered, premiums for insurance policies, expenses already paid by another plan or 3rd party, expenses incurred after you leave the company or are no longer participating in the plan.

Eligible Expenses

- Deductibles
- Co-pays/ Co-insurance
- Prescriptions
- Dental Treatment
- Orthodontia
- Lab Fees
- X-Rays
- Vision Expenses
- Lasik Surgery
- Physical Therapy
- Chiropractor

Ineligible Expenses

- Cosmetic Surgery
- Teeth Whitening
- Botox
- Non-Prescribed Vitamins and Supplements
- Toiletries
- Meals

Download a complete list at:
mangrovebenefits.com

Dependent Care Flexible Spending Account

The Dependent Care FSA allows you to pay for daycare expenses for your qualified dependent or child while you (and your spouse) are working.

Eligibility Requirements

Eligible dependents must be claimed as an exemption on your tax return. To be eligible for reimbursement, expenses must be for the well-being and protection of a dependent so that you (and your spouse, if married) can work.

Eligible Expenses

Specifically, eligible expenses must be for the care of a dependent who is under age 13 or physically or mentally incapable of caring for him- or herself. Services for a dependent may be provided by a baby sitter or day care center that complies with all applicable laws and regulations.

If the services are provided outside your home for a disabled spouse or other dependent age 13 or older, the disabled spouse or person must spend at least eight hours each day in your home.

Ineligible Expenses

Some expenses you may incur may not be eligible for reimbursement under IRS guidelines such as: educational costs, overnight camps, babysitting, when not working, kindergarten, and registration fees.

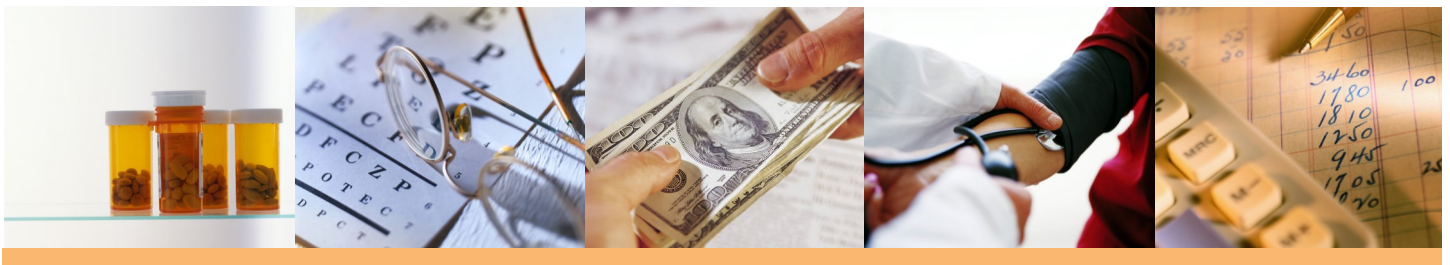
Expenses reimbursed from your flexible spending account cannot be claimed as a tax credit on your federal income tax return.

Eligible Expenses

- Day Camps
- Before/After School Care
- Day Care Centers
- Au Pair/Nanny
- Nursery/Pre-School

Ineligible Expenses

- Registration Fees
- Overnight Camps
- Care for child while not working
- Kindergarten
- Food, Activity
- Transportation
- Books
- Clothing
- Entertainment
- Summer Camps



The Rules of FSA

Who is eligible to participate?

All benefit eligible employees are able to participate in the FSA Plan and must elect to do so during your employer's Annual Open Enrollment Period. New employees hired during the plan year will become eligible to participate in accordance with your employer's new hire guidelines. Contact your HR/Benefits Department for additional information on benefits eligibility.

Changes to Your Election

Once you have enrolled in the FSA, your election is irrevocable unless you have a change in family status such as: marriage, divorce, birth or adoption of a child, change in your or your spouse's employment status, death of a dependent, unpaid Family Medical Leave Act (FMLA) or non-FMLA leave, or involuntary loss of spouse's coverage. The change in election must be consistent with the change in status that has occurred and must be requested within 31 days of the event.

Forfeiting Funds

All pre-tax funds that are not used for eligible expenses incurred during the plan year may be forfeited. This is

mandated under the IRS "use it or lose it" rule. To avoid forfeiting funds, you should plan for your expenses very carefully. To assist in your calculations, visit our website for helpful information for eligible expenses and expense estimation worksheets. You may also check your balance, reimbursements and submit claims throughout the plan year through your online account at mangrovebenefits.com or via our mobile app.

Transferring Funds

IRS regulations do not allow money to be transferred from Healthcare FSAs to Dependent Care FSAs or vice versa.

Reimbursement Request Filing Deadlines

Your expenses must be incurred during the plan year. The expenses must be submitted to Mangrove before the end of the plan year. Any amount remaining in your FSA after June 30, 2016 will be forfeited.

How to Access the Funds

Reimbursements

Healthcare FSAs are pre-funded, and you are eligible to receive reimbursement up to your elected annual contribution from the start of your FSA plan. The Healthcare FSA funds that are reimbursed to you will be recovered as your deductions are taken from each paycheck throughout the plan year.

Dependent care FSAs are NOT pre-funded, so you will only receive reimbursement up to your year-to-date contributions from payroll deductions.

Payment Method Choice

You may pay with your benefits card at the time of

incurred expense, or pay the provider out-of-pocket and file a Reimbursement Request to receive payment. Be sure to keep a receipt for any Benefits Card purchases, as Mangrove may ask for a copy of your expense to comply with IRS Regulations.

Reimbursement Request

To obtain reimbursement through your FSA, you must complete a Reimbursement Request form and attach all itemized receipts from the service provider. Cancelled checks, bankcard/credit card receipts and credit card statements are not acceptable forms of documentation. The receipt must come from a 3rd party

and include the following information:

- For whom service was incurred
- Date of the service
- Name of provider
- Amount of service
- Type of service

You are responsible for paying your charges from a provider, unless you are using the prepaid benefits card.

Reimbursement Request & Payments

Requests for reimbursement are processed Monday through Friday. After submission and substantiation, your claim will be processed within **72 business hours**.

Still have Questions?
Contact our Customer Care Department at **888-862-6272**, Monday – Friday, 7 am – 5 pm CST.

Using Your Prepaid Benefits Card

A prepaid benefits card provides instant access to your FSA funds, thereby eliminating the need to pay your expenses “out-of-pocket” at the time of service. This feature minimizes the chances of forfeiting any funds allocated to your FSA plan. After you enroll, we will send you a welcome package with detailed instructions on using your prepaid benefits card.

Additionally, there is no waiting for reimbursement because you are accessing your FSA funds when your expense is incurred. The prepaid benefits card can hold both your Dependent care and Healthcare FSA funds on the same card, use the same card for both types of expenses.



The card will only work at qualified merchants who accept MasterCard® such as doctor's offices, hospitals, pharmacies, dental offices, vision providers, and other healthcare related merchants as determined by IRS regulations. It will not work at restaurants, gas stations, ATMs, some grocery stores, and/or department stores. Present your prepaid benefits card at the time of payment to make your purchase. The provider will be paid and your account balance will automatically be adjusted for the purchase amount. **Be sure to get a receipt showing your purchase, as you may be asked to present it at a later date.**

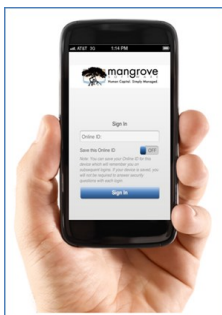
The IRS requires that you keep ALL receipts for your FSA expenses, regardless of the method of payment. Typically, when you pay with your prepaid benefits card at a pharmacy or doctor's office, receipts will not be required for the purchase. If a receipt is necessary Mangrove will mail a Receipt Request Statement to your home (or via email) asking for the receipt. If you fail to provide a receipt to Mangrove, your card may be suspended until the necessary receipt is received.

Need to check your balance?

Mangrove provides two convenient ways to access your online account: online via our website: mangrovebenefits.com, and a mobile app (available for Android and Apple devices). Both provide the same features and account details including account balance, claim/transaction information, plan year and claims filing deadlines, submit receipts for reimbursement or card substantiation, and view and manage alert communications via email and text – and much more!



mangrovebenefits.com



Mangrove Wealthcare Mobile App

How to Enroll in the FSA Plan

Step 1:

Carefully estimate your expenses for the upcoming plan year. Helpful information such as eligible expense listings can be found at mangrovebenefits.com/resource-participants.

Step 2:

Using your estimated annualized amount from step 1, determine your contributions. Simply divide the annual amount by the number of pay periods that you will have during the plan year.

Step 3:

Complete your enrollment with your employer, which authorizes them to set aside funds each pay period for your expenses. This amount will be deducted on a pre-tax basis evenly from each of your paychecks to your FSA account.

Remember, that the amount you select will be set aside before any Federal, Social Security, or in most cases, state taxes are calculated.

For more information, contact your HR Department.