



BOSTON COLLEGE  
BENEFITS OFFICE

November 10, 2023

TO: BenefitsEligible Employees

FR: Jack Burke, Benefits Director

RE: FLEXIBLE SPENDING ACCOUNT PLAN – Enrollment for 2024

The Open Enrollment period for the Flexible Spending Account (FSA) plan for calendar year 2024 is now through November 30, 2023. The plan consists of a Health Care Account and a Dependent Care Account. **Note that CURRENT PARTICIPANTS MUST REENROLL to continue coverage in 2024.**

Flexible Spending Accounts allow you to save tax on money you spend for certain uncovered medical/dental and/or dependent care (e.g., child care) expenses. You set aside money through payroll

- x Deductions— You decide the amount you want to contribute to either or both accounts for the year, and that amount is deducted from your paychecks in equal increments during the year. **You may not change or stop your deductions during the year** unless your family status changes (due to marriage or birth of a child, for example), and the action must be consistent with the status change. You cannot switch funds between accounts.
- x Reimbursements— You submit claims and supporting documentation for expenses incurred during a plan year for payment from the appropriate account. Claims are submitted to Health Equity, the third-party administrator, and reimbursements are paid to you directly. [However, see comments below about the “Debit Card” for Health Care expenses and the “Pay the Provider” option.]
- x “Debit Card” for Health Care Expenses – Health Care FSA participants will receive the Health Equity “HealthcareCard” It can be used to pay for eligible health care expenses at pharmacies, medical providers, and certain large grocery and department stores. The cost of eligible purchases made with the card is automatically deducted (‘debited’) from your FSA Health Care Account. [A second card, for a dependent, may be obtained from Health Equity no charge.]

The Debit Card may only be used for eligible health care expenses you incur while covered under the plan. Keep receipts when you use the card. In some cases, including all dental and vision care expenses, you will still need to file documentation with Health Equity; they can verify that the expenses meet IRS FSA guidelines. Health Equity will notify you if verification is needed. You need to reimburse your account for any use of the card for ineligible expenses.

Remember: The Debit Card cannot be used to purchase over-the-counter medicines and drugs unless they are prescribed by a physician.

- x “Pay the Provider” Option – At times you can instruct Health Equity to pay your provider directly from your FSA account. This feature is particularly useful for Dependent Care expenses. (The amount to be paid must be in your account.) Instructions can be found in the “Quick Start Guide” that will be sent after you enroll in the plan, and that is included on

ENROLLMENT FOR 2023
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Please note the enrollment deadline is **Thursday, November 30, 2023**. If you do not enroll during this Open Enrollment period, you will normally not be able to enroll the next enrollment period for 2025. Go to [www.bc.edu/openenrollment](http://www.bc.edu/openenrollment) for additional information and lists of Eligible Expenses.

- x On-line Enrollment – enroll through Boston College's PeopleSoft HR system
- x You must know your Username and Password to log onto the Agora portal

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