

## **Flexible Spending Account 2021 Temporary Provisions Q&A**

**1. Am I able to make changes to my FSA?**

Due to COVID-19, the IRS is allowing plan members to make changes to their pre-tax Medical/Dependent FSA contributions or enroll within the FSA program if not already. You can make a one-time change to your 2021 Medical & Dependent FSA or enroll during the period **March 1<sup>st</sup>, 2021 through March 12<sup>th</sup>, 2021**. The maximum IRS contribution to 2021 Medical FSA is \$2,750 and \$5,000 for Dependent FSA. See question **#14** for instructions on how to make changes.

**2. What if I didn't use all of my Medical and/or Dependent FSA dollars by December 31<sup>st</sup>, 2020?**

Any unused elected 2020 funds that remained in your Medical and/or Dependent FSA on December 31<sup>st</sup>, 2020 will roll over into the 2021 FSA plan year.

**3. How many times can I change my FSA contribution amount?**

You're able to change your Medical/Dependent FSA amount one time during this period unless you experience a qualifying life event.

**4. Am I able to backdate my FSA changes?**

Medical/Dependent FSA changes cannot be backdated, and prior contributions to 2021 FSAs cannot be changed. All changes made to FSA accounts will be made on the March 31<sup>st</sup> payroll.

**5. What if I want to stop contributing to my 2021 Medical and/or Dependent FSA for the rest of 2021?**

If you decide to stop contributing (i.e., putting \$0 in the per period contribution) no further pre-tax deductions will be made once a change form is completed and processed. See question **#14** for instructions on how to make changes.

**6. What is the minimum amount I can contribute to my FSA for the rest of 2021? The maximum?**

Health Care Flexible Spending Account contributions must be no less than **\$5.00** and no greater than **\$105.76** per pay period. Dependent Care Flexible Spending Account contributions must be no less than **\$5.00** and no greater than **\$192.30 per pay period**. The annual maximum amount that can be contributed for 2021 is **\$2,750** for Medical FSA and **\$5,000** for Dependent FSA.

**7. How long do I have to use my 2020 or 2021 FSA contributions?**

With the temporary removal of the maximum limit on the FSA rollover, FSA members can carryover all unused balances from **2020 to 2021** and from **2021 to 2022**.

**8. What if I do not want to make changes to my 2021 contributions? Do I need to do anything?**

No. Your existing contributions will continue through 2021.

**9. I already used up all of my FSA annual contributions. Can I cancel my Medical my FSA election?**

No. All Medical FSA funds used prior to March 1st must be repaid to the plan. For example, if you already used \$2,000 for a medical expense in 2021, and you have only contributed \$1,000 so far, you must contribute at least \$1,000 through the remainder of 2021.

**10. I have had some unexpected medical expenses in 2021 and expect more throughout the year. Can I increase my Medical FSA contributions?**

Yes, put more money in for 2021 if you're sure you'll have medical expenses to match. The maximum pre-tax annual contribution for Medical FSA is \$2,750. You cannot contribute more than this amount.

**11. What if I made an error in my FSA Changes Qualifying Life Event and I need to correct my 2021 contribution amount?**

Not a problem, as long as you contact Kim Vigue ([kvigue@mccs.me.edu](mailto:kvigue@mccs.me.edu)) before **4:30 PM on March 12th, 2021**.

- ✓ If your Medical FSA Changes qualifying life event was approved, you will need to redo your life event with a later date.
- ✓ If your FSA changes life event has been submitted, but not yet approved, let Kim Vigue ([kvigue@mccs.me.edu](mailto:kvigue@mccs.me.edu)) know so the previously submitted but unapproved life event can be cancelled, and you can resubmit your changes.

#### **12. How do I know how much I already spent?**

Please see below. Reach out to WageWorks, utilize the website or the mobile app.

#### **13. What if I missed the deadline to make changes?**

If you missed the March 12th, 2021 deadline for making a change, you will need to wait until Open Enrollment in November to make changes to your Medical/Dependent FSA for 2022, unless you have a qualifying life event later in 2021.

#### **14. How do I make changes to my FSA account?**

To make changes to your existing 2021 FSA account complete the online [HCSA/DCSA Qualifying Life Event/Status Change Form](#).

#### **15. How do I enroll in the 2021 FSA program?**

To enroll in the 2021 FSA program, complete the online [2021 FSA Enrollment Webform](#). Pre-tax payroll deductions will begin on the March 31<sup>st</sup>, 2021 payroll.

**NOTE:** Once the window to make FSA plan changes is closed, no additional changes will be made for 2021, unless there is a qualifying life event.

#### **How Do I Review My Current FSA Medical Balance?**

- Go to <https://myspendingaccount.wageworks.com/Welcome/PortalLandingPage.aspx>
- Download and utilize the [Mobile App](#)
- Call WageWorks at 1-888-557-3156.

#### **What Do I Need to Know? The following are IRS and FSA plan rules:**

- The maximum 2021 pre-tax contribution for FSA Medical is \$2,750.
- The maximum 2021 pre-tax contribution for FSA Dependent is \$5,000.
- The maximum carryover limit on the FSA rollover has been temporarily removed, allowing FSA members to carryover all unused balances from 2020 to 2021 and from 2021 to 2022.
- You can stop, decrease, or increase **future** 2021 FSA contributions.
- For an FSA Medical balance in deficit (i.e., more has been spent in 2020 than has been contributed), employees will need to at least contribute enough to cover the deficit (e.g., if someone has already spent \$2,000, but has only contributed \$1,000, at least \$1,000 still needs to be contributed to the plan to cover what has been spent.)