

peba academy  south carolina
state health plan | retirement systems

MoneyPlus

2019



Important information

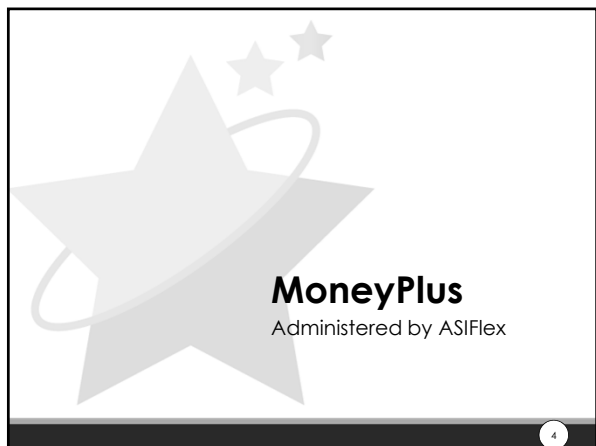
This presentation contains an abbreviated description of insurance benefits provided by or through PEBA. The plan of benefits documents and benefits contracts contain complete descriptions of the health and dental plans and all other insurance benefits. Their terms and conditions govern all health benefits offered by or through PEBA.

2

Important information


- This overview is not meant to serve as a comprehensive description of the insurance benefits offered by PEBA.
- More information can be found in the following:
 - *Benefits Administrator Manual*; and
 - *Insurance Benefits Guide*; and
 - MoneyPlus *Tax-favored Account Guide*.

3




MoneyPlus
Administered by ASIFlex

4

MoneyPlus 

- IRS Section 125 Plan.
 - Also called a cafeteria plan.
- Tax-favored accounts program, which allows subscribers to save money on eligible medical and dependent care costs.
- Subscribers pay eligible expenses before taxes and increase take-home pay.

5

MoneyPlus features 

- Pretax Group Insurance Premiums.
- Flexible spending accounts.
 - Medical Spending Account (MSA).
 - Limited-use Medical Spending Account.
 - Dependent Care Spending Account (DCSA).
- Health Savings Account (HSA).

6

Eligible participants



- Full-time, active employees are eligible to participate in these MoneyPlus features:
 - Pretax Group Insurance Premium feature.
 - Medical Spending Account (MSA).
 - Limited-use MSA:
 - If enrolled in Savings Plan and HSA.
 - Dependent Care Spending Account (DCSA).
 - Health Savings Account (HSA):
 - If enrolled in Savings Plan.

7

Enrollment



- Employees enroll in MoneyPlus through MyBenefits.
- New hires complete MoneyPlus enrollment through their benefits administrator using *Notice of Election*.
- Employers use EBS to finalize enrollment.
- Employers must provide the number of pay periods.
- PEBA sends daily electronic enrollment and eligibility files to ASIFlex.

8

Flexible spending accounts



- Re-enroll every year.
- Do not have to be covered under State Health Plan.
- Use to pay eligible expenses for eligible spouse and dependents.
- Election remains in effect for the plan year unless participant experiences a qualified status change.


9



Pretax Group Insurance feature

10


Pretax Group Insurance Premium feature



- Employees' and dependents' health, dental, and vision premiums paid on pretax basis.
 - Tobacco surcharge.
- Premiums for first \$50,000 of coverage for Optional Life insurance paid on pretax basis.
 - Employees only.

11

Pretax Group Insurance Premium feature



- No monthly administrative fee.
- Once enrolled, do not need to re-enroll each year.
- Employee can enroll when hired.
- May also enroll due to special eligibility situations or during annual October open enrollment.


12



Medical Spending Account (MSA)

13


Medical Spending Account (MSA)



- Contribution limit: \$2,700.
- Monthly administration fee: \$2.32.
- Carryover up to \$500 to next plan year.
 - Example:
 - Contribute \$2,000 in 2019.
 - Incur \$1,500 in eligible expenses during 2019.
 - Have balance of \$500 that carries over to 2020.
 - Can re-enroll to contribute the maximum in 2020 and keep the \$500 rollover.
 - March 31 deadline to submit claims for previous year.
 - Funds not carried over are forfeited.
- All funds available on January 1.

14

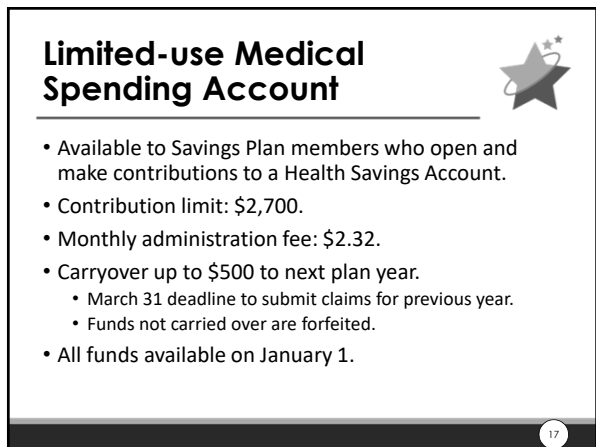
MSA eligible expenses

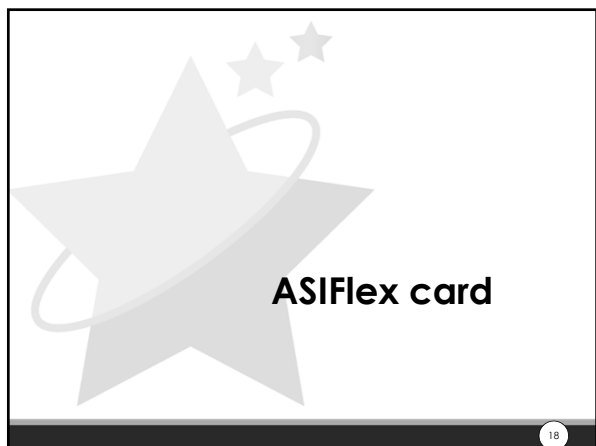


- Deductibles, coinsurance and copayments.
- Medically necessary expenses.
- Prescription medications and approved over-the-counter medications with prescription.
- See the complete list of eligible expenses at www.peba.sc.gov/assets/fsa_expenses.pdf.

15







ASIFlex Card



- Issued to MSA and Limited-use MSA participants and valid for five years if enrolled.
- Two cards mailed to home address on file.
 - Upon receipt, call to register and set up PIN.
 - Order additional cards by logging in to account.
- Can use card as credit transaction or debit transaction.
- Report lost or stolen card immediately.



19

ASIFlex Card



- Use of the card is optional and may require documentation.
- Each time card is used ask the provider for an itemized statement of service.
 - Must show provider name, patient name, date of service, description of service and dollar amount owed.
- Be sure to have the itemized receipt before leaving; providers do not automatically provide.
- Keep paper copy or snap a picture to save on mobile device.

20

Dependent Care Spending Account



21

Dependent Care Spending Account (DCSA)



- Contribution limits:
 - Married, filing separately: \$2,500.
 - Single, head of household: \$5,000.
 - Married, filing jointly: \$5,000.
- Monthly administration fee: \$2.32.
- Grace period through March 15 to spend funds contributed in previous year.
 - Must submit claims by March 31.
 - Funds not used before the end of the grace period are forfeited.
- Cannot be used with state and federal tax credits.
- Will not be reimbursed for expense until there is enough money in account to cover it.

22

DCSA eligible expenses



- Day care costs for children and adults.
- Summer day camp.
- Before- or after-school program.
- See the complete list of eligible expenses at www.peba.sc.gov/assets/fsa_expenses.pdf.

23



Payroll

24

Payroll submission



- Employer responsible for reporting the actual amount of each payroll deduction every payroll cycle to ASIFlex.
- ASIFlex will process payroll deduction file within one business day of receipt.

25

File submission



- Two ways to submit payroll deductions:
 - Use one of four specific file formats to transmit data; or
 - Enter payroll deduction data through ASIFlex employer portal.
- Comptroller General (CG) employers:
 - PEBA will send enrollment file to CG's office.
 - CG will submit payroll deduction file to ASIFlex.

26

Discrepancy reports



- Discrepancy report will be posted immediately in the ASIFlex employer portal.
 - Contact ASIFlex to gain access to the employer portal.
- Employer must review and respond to discrepancy report within two business days.
- Email changes to scdata@asiflex.com.

27

Types of discrepancies



- The contribution sent for a participant is different than the expected amount provided by PEBA.
- A record is missing on the payroll deduction file for a participant for whom ASIFlex expects to receive a contribution.
- A record is received on the payroll deduction file for an employee for whom ASIFlex does not have enrollment information on file.

28

Sample discrepancy report



Sec-Num	Employee Name	Pay Cyt	Employee ID-LoeDspAgncyDrgIC	Sent	Expected	Dependent Amount you sent not as expected
999999999	SMITH, JOHN	26	0	\$96.15	\$192.30	
888888888	JAMES, JESSE	26	0	\$0.00	\$80.00	Health CareNo data sent for this employee
777777777	JAMES, FRANK	26	0	\$40.00	\$0.00	Health CareEDSSAN not found
1162	pay-cycle		26 records			
	3 Errors detected					
	1157 Records OK					
	1162 Total records					
	Total \$		Correct \$	Error \$		
Health Care	\$55,850.60	\$55,890.60		(\$40.00)		
Dependent Ca	\$30,178.15	\$30,082.00		(\$96.15)		
Total FSA	\$86,028.75	\$86,833.02		(\$804.27)		

29

For more information



- The *Payroll User Quick Guide* provides detailed information about:
 - How to submit payroll files and contributions;
 - When and where to submit files and contributions; and
 - How to respond to discrepancy reports.
- Access the guide at <https://asiflex.com/sclinks>.

30



Ways to submit claims

- ASIFlex online.
- ASIFlex mobile app.
- Mail.
- Fax.
- Claims are processed within three business days.
- Encourage participants to sign up for email and text alerts and direct deposit via their ASIFlex account.

32

ASIFlex online

- www.ASIFlex.com/SCMoneyPlus:
 - Select Online Access/Account Detail.
 - Select Participant/Account Detail.
 - Sign into account.
 - Under Participants Services, select File a Claim.
 - Follow the prompts.
 - Upload scanned documentation.
 - Submit electronic signature and save confirmation.

33

ASIFlex mobile app

- Snap a picture of documentation on device.
- Search for ASIFlex Self Service in app store and sign into mobile app.
- Select File Claims and follow the prompts.
- Attach image from your photo gallery.
- Submit claim.
- Use mobile app to submit claim right from the provider's office.

34

Documentation

Type of expense	Documentation needed
If covered by insurance	Insurance payer explanation of benefits or itemized statement
If not covered by insurance	Itemized statement must include: <ul style="list-style-type: none"> • Provider name and address • Patient name • Date of service • Description of service • Dollar amount
Over the counter drugs and medicines	Physician prescription and itemized merchant receipt
Over the counter medical supplies/items	Itemized merchant receipt
Prescriptions	Pharmacy receipt or printout

Credit card receipts, cancelled checks, balance forward statements or paid-on-account statements should not be submitted.

35

ASIFlex Card documentation

- IRS rules do not require documentation for:
 - Prescription copays that match State Health Plan copays.
 - Recurring transactions at the same provider for the exact same dollar amount.
 - Over-the-counter health care products purchased at merchants with Inventory Information Approval System, which identifies FSA-eligible products.
 - BlueCross BlueShield of South Carolina and EyeMed claims that match card transaction amounts exactly.

36

Submitting card documentation



- Submit documentation only if requested by ASIFlex.
- Four ways to submit documentation:
 - ASIFlex mobile app - snap picture on device and upload;
 - ASIFlex Online - scan documentation and submit through online account;
 - Toll-free fax - be sure documentation is legible and fax is right side up; and
 - USPS mail.

37

Card documentation requests



- Requests are emailed and posted to online secure message center; participant has 47 days to respond.
- Initial notice:
 - Sent approximately five days after ASIFlex receives notice of transaction.
- Reminder notice:
 - Sent 21 days after initial notice.
- Deactivation notice:
 - Sent 21 days after reminder notice.
 - Future claim submissions offset by outstanding amount.

38

Health Savings Account



39

Health Savings Account (HSA)



- State Health Plan Savings Plan members only.
- Expenses must be incurred during the period in which HSA is open.
- Use to pay expenses for spouse and dependents even if not covered by Savings Plan.
- Have access to account balance at any given time.
- Funds not used for health care expenses are subject to tax.

40

Health Savings Account (HSA)



- Contribution limits:
 - Single coverage: \$3,500.
 - Family coverage: \$7,000.
 - Additional catch-up contributions for a subscriber who is age 55 or older: \$1,000.
 - If participant and spouse are covered by a family high deductible health plan, and are both age 55 or older, each can make a \$1,000 catch-up contribution into his own HSA.
- Annual administration fee: \$12.
- Custodian bank monthly maintenance fee (balances less than \$2,500): \$1.25.

41

Central Bank



- HSA custodial bank.
- Participant must open an account with Central Bank at enrollment.
 - www.peba.sc.gov/moneyplus.html.
 - Select Open HSA Bank Account with Central Bank.
- Must have zero MSA balance before contributing to HSA.

42

HSA distribution options



- Online bill pay (schsa.centralbank.net):
 - Pay provider through online bill pay service.
 - Reimburse self for qualified expenses.
- MasterCard® debit card:
 - Cards for each signer on account.
 - Used anywhere MasterCard® is accepted
 - Present card at point-of-sale; retain receipts for your records.
- Central Bank mobile app:
 - Check balances, pay bills and make deposits.

43

Investing HSA funds



- HSA funds always earn interest.
 - Primary account earns interest.
 - Self-directed investments for account balances of \$1,000 or more.
 - Wide range of mutual funds in spectrum of asset classes.
 - Online investment hub available.
 - Access to mutual fund prospectuses and Morningstar® reports.

44

Resources



45

ASIFlex participant customer service

- Live help:
 - 833.SCM.PLUS (833.726.7587)
 - Monday through Friday, 8 a.m. – 8 p.m., ET
 - Saturday, 10 a.m. – 2 p.m., ET
- Website:
 - ASIFlex.com/SCMoneyPlus
- Email – ASIFlex will respond within 24 hours
 - asi@asiflex.com

46

ASIFlex employer customer service

Role	Contact
Day-to-day Assistant Account Manager	Maureen "Mo" Willoh 573.777.5635 or 888.602.4132, ext. 5635 SC@asiflex.com
Account Manager	Gordon Sherard 573.239-9692 gsherard@asiflex.com
Backup account manager team	888.602.4132
Data Team Lead (payroll deduction file processing)	Jason House SCdata@asiflex.com

47

ASIFlex online resources

- Program descriptions.
- ASIFlex Card resources, FAQs and communications.
- Eligible, ineligible expenses lists.
- Link to FSA Store.
- Expense estimator and tax savings calculator.
- Educational videos.
- Links to IRS forms and publications.
- Claim and other forms.

48

Get social with PEBA

 SCPEBA  PEBATV

 SCPEBA  SCPEBA

49

Disclaimer

This presentation does not constitute a comprehensive or binding representation regarding the employee benefits offered by the South Carolina Public Employee Benefit Authority (PEBA). The terms and conditions of the retirement and insurance benefit plans offered by PEBA are set out in the applicable statutes and plan documents and are subject to change. Please contact PEBA for the most current information. The language used in this presentation does not create any contractual rights or entitlements for any person.

50
