


MoneyPlus

2018


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.


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Important information



- This overview is not meant to serve as a comprehensive description of the insurance benefits offered by PEBA.
- For more information, view the following publications:
 - *Benefits Administrator Manual*;
 - *Insurance Benefits Guide*; and
 - MoneyPlus *Tax-favored Account Guide*.


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MoneyPlus
Administered by WageWorks

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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.

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MoneyPlus




Full-time, active employees are eligible to participate in these MoneyPlus features:

- Pretax Group Insurance Premium feature.
- Dependent Care Spending Account (DCSA).
- Medical Spending Account (MSA).
- Health Savings Account (HSA):
 - If enrolled in Savings Plan.
- Limited-use MSA:
 - If enrolled in Savings Plan and HSA.

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MoneyPlus




Benefits-eligible, non-permanent employees are eligible to participate in these MoneyPlus features:

- Pretax Group Insurance Premium feature.
- Health Savings Account (HSA):
 - If enrolled in Savings Plan.
- Limited-use MSA:
 - If enrolled in Savings Plan and HSA.

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Pretax Group Insurance Premium feature



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


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Pretax Group Insurance Premium feature



- \$0.28 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 October enrollment.

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Flexible spending accounts

Eligibility

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DCSA eligibility



- Can enroll within 30 days of date of hire, within 30 days of change in status or during open enrollment in October.
- Must be a full-time employee eligible for health plan benefits.

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MSA and limited-use MSA eligibility



- Can enroll within 30 days of date of hire, within 30 days of change in status or during open enrollment in October.
- Must be a full-time employee eligible for health plan benefits.
- Limited-use MSA enrollment for Savings Plan members with a Health Savings Account.

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HSA eligibility

- Cannot be covered by any other type of health plan, including Medicare.
- Must be enrolled in the SHP Savings Plan, a high-deductible health plan.
- HSA funds can only be used to pay eligible expenses for persons you can claim on your taxes.
 - Dependents claimed on someone else's taxes are not eligible.

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Dependent Care Spending Account (DCSA)

Enrollment and facts


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DCSA enrollment

- Must re-enroll each October.
- No changes during year without change in status (i.e., marriage, birth, etc.).
- \$3.14 monthly administrative fee.
- Alternative to dependent care tax credit (both file on IRS Form 2441).
- In 2018, highly compensated employees will have their DCSA capped at \$1,700.

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DCSA enrollment



MONEYPLUS ENROLLMENT FORM
PLAN YEAR 2018

You must complete this form if you wish to enroll in a Medical Spending Account and/or Dependent Care Spending Account or enroll in or change a Health Savings Account.

opeba Ohio Public Employees Benefit Association Administered by **WageWorks**
P.O. Box 1476, Lovings, KY 40153-0176

D Dependent Care Spending Account (for child/adult daycare)

NEW ENROLLMENT RE-ENROLLMENT

Tax filing status, please check one:

Married, filing separately (Maximum - \$2,500) Single, head of household (Maximum - \$5,000) Married, filing jointly (Maximum - \$5,000)

Box #1 2018 Plan Year Total Amount (January 1, 2018 - December 31, 2018) _____


Box #2 Number of Regular Paychecks \div _____

Box #3 Reduction per Regular Paycheck $=$ _____

Your payroll center will automatically deduct the monthly fee of \$2.14 in addition to the above amounts.

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DCSA enrollment



- \$5,000 annual contribution limit.
 - Married, filing jointly.
 - Single, head of household.
- \$2,500 annual contribution limit.
 - Married, filing separately (each filer).

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DCSA enrollment



- Visit www.myFBMC.com during October enrollment period to re-enroll online.
- Call WageWorks Customer Care Department at 800.342.8017 for more information.

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DCSA eligible dependents



- Children younger than 13.
- Live-in, dependent parents.
- Family members with disabilities (any age).

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DCSA expenses



- Eligible expenses:
 - Day care center fees.
 - Summer day camp fees.
 - Care can be provided at employee's or caregiver's home.
 - Fees for in-home care while employee or spouse is working.
- Ineligible expenses:
 - Tuition.
 - Kindergarten.
 - Overnight summer camp .
- View all eligible DCSA expenses at www.peba.sc.gov/assets/fsa_expenses.pdf.

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DCSA plan year



- Unused funds do not carry over to next year.
- Quarterly statements from WageWorks.

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DCSA reimbursement

- Money must be in MoneyPlus account to receive reimbursement.
- Submit MoneyPlus claim form.
 - Login to www.myfbmc.com account to view forms.
- Must be able to provide caregiver's tax identification number if asked by IRS.

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DCSA reimbursement

- Claim is paid after last date of service.
- Subscriber may submit invoice or statement with name and address of provider if claim form isn't signed by provider.

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Medical Spending Account (MSA)

Enrollment and facts

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MSA enrollment



- Must re-enroll each October.
- No changes during year without change in status (i.e., marriage, birth, etc.).
- \$3.14 monthly administrative fee.
 - A full-time employee enrolled in an MSA and a DCSA pays only one \$3.14 monthly fee.
- In 2018, limit is \$2,650 per state-covered employee.
 - If spouse works for a PEBA participating employer, each can contribute \$2,650 to an MSA.

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MSA enrollment



MONEYPLUS ENROLLMENT FORM PLAN YEAR 2018

You must complete this form if you wish to enroll in a Medical Spending Account and/or Dependent Care Spending Account or enroll in or change a Health Savings Account.



Administered by
WageWorks
P.O. Box 1476, Lexington, KY 40501-0147

C Medical Spending Account

NEW ENROLLMENT RE-ENROLLMENT

Receive reimbursement for eligible medical expenses incurred by you, your family members or both. The maximum allowable contribution is \$2,650 annually.

Box #1 2018 Plan Year Total Amount
(January 1, 2018 - December 31, 2018)

Box #2 Number of Regular Paychecks + _____

Box #3 Reduction per Regular Paycheck = _____

Your payroll center will automatically deduct the monthly fee of \$3.14 in addition to the above amounts.

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MSA enrollment




- Visit www.myFBMC.com during October enrollment period to re-enroll online.
- Call WageWorks Customer Care Department at 800.342.8017 for more information.

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MSA facts


- Income tax.
 - Can only deduct medical expenses that exceed 10 percent of adjusted gross income.
- No double-dipping.
 - Employee cannot be reimbursed from MSA for expenses paid by insurance.



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MSA eligible expenses


- Prescription drugs.
- Medically necessary (cosmetic services are not covered).
- Deductibles for health/dental.
- Orthodontia with copy of patient/dentist contract.
- Vision care.



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MSA eligible expenses

- Copays, coinsurance and eligible non-reimbursed out-of-pocket expenses.
 - Annual physical exams not covered by health insurance.
- Certain approved over-the-counter (OTC) medicines with prescription.
- View all eligible expenses at www.peba.sc.gov/assets/fsa_expenses.pdf.



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MSA reimbursement

- Subscriber must have statement, bill, or *Explanation of Benefits (EOB)*.
- Claim is paid after last day of service.
 - Except for orthodontic work.

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MSA plan year and grace period

MSA and Limited-use MSA:

- Account must have money in it on December 31, 2017.
- Can incur expenses and use unspent 2017 money through March 15, 2018.
- All documentation must be submitted by March 31, 2018.
- Quarterly statements from WageWorks.


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MSA myFBMC card®

- No annual fee.
- Subscriber will receive two cards.
- Documentation rules don't change.

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MSA myFBMC card®



- Using card for medical expenses:
 - Without card:
 - Send documentation.
 - Then get reimbursed.
 - With card:
 - Pay for expenses.
 - Then send documentation (if required).

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MSA myFBMC card®



- Card can be used to pay deductibles and copays (i.e., prescriptions).
- Card can be used for non-covered vision care and dental expenses.

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MSA myFBMC card®



- myFBMC Card® eligible expenses can be used at drug stores, such as:
 - Walgreens, CVS, etc.
 - Mail-order pharmacies.
 - Other pharmacies listed at www.myFBMC.com.
- Over-the-counter medical supplies included (diabetic, contact lens):
 - OTC drugs and medicines require a prescription to be reimbursed.
- Physicians/other medical providers eligible.

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MSA myFBMC card®



- Automatic adjudication with card:
 - Most pharmacy transactions completed with no further documentation when card used.
 - Electronic transactions contain enough data to satisfy IRS documentation requirements.

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MSA myFBMC card®




Why myFBMC Card® may not work:

- Card never activated.
- Card suspended due to outstanding documentation.
- Transaction request exceeds MSA balance.
- Card given to non-eligible health care provider.

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MSA expense documentation



- Quarterly statements highlight card transactions that need documentation:
 - Card suspended if same transaction appears on two statements.
 - If card suspended, send documentation to have card reactivated.

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MSA ineligible expenses

Why is documentation required for a doctor's office transaction? After all, that is a medical provider.

- Not all transactions at a medical provider are eligible.
- Examples of ineligible expenses:
 - The purchase of vitamins or books on health from a doctor's office.
 - A neighbor's child is injured while playing in your yard, and you take him to your family doctor. The card will not work because while the child was taken to a medical provider, the child is not your dependent. Therefore, the child is not eligible to receive benefits under the State Health Plan, and MoneyPlus is part of the State Health Plan.

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MSA automatic substitution

- Card documentation outstanding — paper claims submitted later will be substituted for outstanding amount of card transaction.
- Employee will receive reimbursement for difference if paper claim is less than outstanding card transaction amount.

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Limited-use MSA

Enrollment and facts

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Limited-use MSA

- Available only to full-time employees who participate in Savings Plan and Health Savings Account (HSA).
- Set aside up to \$2,650 to cover expenses the Savings Plan does not cover.
 - Vision and dental expenses.
- \$3.14 monthly administrative fee.

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Limited-use MSA enrollment

MONEYPLUS ENROLLMENT FORM
PLAN YEAR 2018
The first complete this form if you wish to enroll in a Medical Spending Account and/or Dependent Care Spending Account or enroll in or change a Health Savings Account.

Administered by
WageWorks
PS Box 1076, Lexington, KY 40502-0766

B Limited-Use Medical Spending Account

NEW ENROLLMENT RE-ENROLLMENT


Receive reimbursement for eligible dental and vision expenses incurred by you, your family members or both. The maximum allowable contribution is \$2,650 annually.

Box #1 2018 Plan Year Total Amount
 (January 1, 2018 - December 31, 2018) _____

Box #2 Number of Regular Paychecks ÷ _____

Box #3 Reduction per Regular Paycheck = _____
Your payroll center will automatically deduct the monthly fee of \$3.14 in addition to the above amounts.

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MoneyPlus claims

How to file

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MoneyPlus claims



MoneyPlus Claim Form

Page ____ of ____
 USE ONLY BLACK INK

PLEASE READ THE INSTRUCTIONS ON THE BACK PRIOR TO COMPLETION. MAIL A COPY OF THIS FORM FOR YOUR BELONGS, AND A COPY OF ORIGINAL RECEIPTS.

PERSONAL DATA

Name: _____ Home Phone: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 USA, Republic or member ID Number: _____ Employer: _____ Day Time Phone: _____

PLEASE CHECK HERE IF THIS IS A NEW ADDRESS.

By submitting this Claim form I understand, agree and certify to the following:

- I am under 18, the only one or the only dependent, and that either my employer plans to enroll me and my 18-year-old dependents in the plan indicated below as being insured.
- I am not a dependent of any other employer plan.
- I am not a dependent of any other employer plan.
- I have not and will not be re-enrolled through any other source, and will reduce all the other sources of reimbursement, including those provided under my employer's plan, before working with MoneyPlus.
- I am not and will not be a dependent of any other source, and will reduce all the other sources of reimbursement, including those provided under my employer's plan, before working with MoneyPlus.
- I have not and will not be a dependent of any other source, and will reduce all the other sources of reimbursement, including those provided under my employer's plan, before working with MoneyPlus.
- I have not and will not be a dependent of any other source, and will reduce all the other sources of reimbursement, including those provided under my employer's plan, before working with MoneyPlus.

Participant's Signature: _____ Date: _____


PAYMENT TYPE Please check mark in the box(es) and fill in claim amount of any that apply below. (Medical FICA expenses ONLY)

A. I need the payment and pay for these expenses. (see attached document for these items requiring documentation) \$ _____
 B. Please pay me for these and/or other expenses. (documentation may be attached) \$ _____
 C. Please apply attached documents in substitution toward cash reimbursements requiring documentation. \$ _____
 D. For the reimbursement or substitution of an eligible charge? \$ _____

MEDICAL FICA (fill out completely even for eligible medical expenses for yourself and qualifying dependents)

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MoneyPlus claims



- Mail claims to the address on the form:
 WageWorks
 PO Box 14766
 Lexington, KY 40512-4766
- Fax claims to the fax number on the form
 888.800.5217.

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MoneyPlus claims



- File claims online:
 - File online at www.myFBMC.com.
 - Acceptable document formats: .jpg, .bmp or .gif.
 - Individual file sizes cannot exceed 3 megabytes.
 - Scan completed claim form and supporting documentation and save as separate files before beginning process.
 - You will upload claim form and documentation separately.

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MoneyPlus claims

- Direct deposit available for reimbursement of expenses:
 - Direct Deposit forms are available online.
- myFBMC Card® can be used for MSAs only.

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Health Savings Account (HSA)

Enrollment and facts

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HSA enrollment

- Add or drop at any time.
- Change contributions at any time.
- Subscribers do not have to re-enroll every year.
- Enrollment limitations apply to retirees.



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HSA enrollment

- Employees complete Section A of the MoneyPlus Enrollment Form.
 - Benefits administrator sends completed form to:
 - WageWorks
 - P.O. Box 14766
 - Lexington, KY 40512-4766
- Open an Optum bank account to access contributions.
 - <http://www.peba.sc.gov/moneyplus.html> and select Optum Bank link.

HSA enrollment

MONEYPLUS ENROLLMENT FORM
PLAN YEAR 2018
You must complete this form if you wish to enroll in a Medical Spending Account and/or Dependent Care Spending Account or enroll in or change a Health Savings Account.


Administered by

P.O. Box 14766, Lexington, KY 40512-4766

A Health Savings Account (Additional forms are required.)

NEW ACCOUNT CONTRIBUTION AMOUNT CHANGE

Select which type of State Health Plan Savings Plan coverage you have:

Individual (Maximum - \$3,450) Family (Maximum - \$6,900)

Over 55 Catch-up (Additional \$1,000)

	EMPLOYEE	FOR BA USE ONLY: EMPLOYER
Box #1 2018 Plan Year Total Amount (January 1, 2018 - December 31, 2018)	÷	
Box #2 Number of Regular Paychecks	÷	
Box #3 Reduction per Regular Paycheck <small>Optum will deduct a monthly administrative fee from your HSA. The fee is currently \$1.50. Your employer will deduct a \$1.50 monthly administrative fee from your paycheck.</small>	=	

HSA enrollment

- Maximum annual pretax contributions:
 - \$3,450 for single coverage.
 - \$6,850 for family coverage.
 - Adjusted annually by IRS.
- \$1,000 catch-up provision for individuals age 55 and older.
- Must be enrolled in SHP Savings Plan.

HSA enrollment



- Open HSA through any qualified financial institution.
- Make pretax contributions to HSA through payroll deduction.
 - Must enroll in MoneyPlus HSA through Optum Bank.
 - WageWorks administers MoneyPlus HSA accounts.
 - Optum serves as custodian bank.
 - WageWorks facilitates payroll transfers.
 - WageWorks \$1.50 monthly administrative fee.
 - Optum \$1.50 monthly administrative fee.

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Open an HSA



- Go to <http://www.peba.sc.gov/moneyplus.html> and select Optum Bank link.
- If additional information is needed, a representative will contact the employee within three business days.
- If required information is not received and verified, the enrollment will be canceled after 15 days.
 - Re-enroll online.
- Enrollees will receive a welcome packet, debit card and PIN in three separate mailings from Optum, once the account is opened.

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Using an HSA for ineligible expenses



- If using funds for ineligible medical expenses.
 - Amount will be included in income.
 - 20 percent federal income tax penalty may apply, unless subscriber becomes disabled or dies.

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HSA facts



- Interest earned is tax-free.
- Account must be used for qualified medical expenses.
- Bank account fee is \$1.50 per month.
 - Fee waived if account balance is more than \$2,500.
- Funds carry over to next year.
- Account is portable.
- **Health Savings Account** contributions are not immediately available for use.

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HSA facts



- Other health coverage is not allowed.
- Spouse and dependents do not have to be covered by SHP Savings Plan or other high-deductible health plan.
- Transferable upon death.
 - Spouse can continue to use.
 - Other beneficiaries receive taxable payout.

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HSA MasterCard® debit card



- Available from Optum (HSA custodian bank).
- No additional fee for the card.
- Additional cards are available at no charge.
- Cards for dependents are available at no charge.
- Unlimited use of MasterCard® debit card for eligible expenses.

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HSA Optum Bank services



There are many ways to access funds in Optum HSA:

- Use your Optum HSA MasterCard® debit card at point of sale;
- Pay your bills for qualified expenses online at www.optumbank.com;
- Pay out of pocket and reimburse yourself online or by withdrawing money with your debit card from any ATM with the MasterCard® logo; and
- Order Optum Bank checks – fees apply, refer to the HSA accountholder fee schedule in your welcome packet or online.

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Changing from an MSA to an HSA



- If \$0 in MSA on December 31, 2017, then new HSA contributions can start January 1, 2018.
- If money on deposit in MSA on December 31, 2017, then HSA contributions can start April 1, 2018.

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Changing from an HSA to an MSA



- Must stop HSA contributions.
 - Participant still owns account.
- Fill out MoneyPlus Enrollment Form with \$0 for HSA contributions in Section A.
- Fill in MSA contribution amount in Section C on the MoneyPlus Enrollment Form.

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New HSA



- If enrolling by December 1, HSA participant can make maximum contribution if he remains in the SHP Savings Plan for 12 months after end of plan year.

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Closing an HSA



- Complete a MoneyPlus Enrollment Form.
 - Enter \$0 in Section A to stop contributions.
 - Employee and benefits administrator must sign.
- Funds left in account may continue to be used for qualified, unreimbursed medical expenses.
- To close account, contact Optum account holder customer service at 866.884.7374.

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HSA reminders



- Advise employee not to leave HSA open with \$0 balance.
- Optum will close account in 60 days if there is a negative balance.
 - Account holder will get reminder in statement after 30 days.
 - Account holder will then receive letter stating account is closed.

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HSA reminders

- If money in HSA, employee may continue to use money for qualified medical expenses.
- When HSA account balance drops below \$25, employee should:
 - Use rest of money, and
 - Contact Optum to close account.

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HSA additional information

- Each contribution to a MoneyPlus HSA will be available after the employer's payroll is received and processed by WageWorks, transferred to Optum and deposited in account.
- Contributions should be available in Optum accounts in five to six business days from date all payroll information is received and processed by WageWorks.
- Debit card transactions will not go through if there is not enough money in the account.
- Checks could be returned unpaid if there is not enough money in the account.

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HSA additional information

- Optum will provide monthly statements.
- Through the online Optum account manager, at www.optumbank.com:
 - Check account balance;
 - Make online contributions;
 - Review monthly statements and annual tax reporting;
 - Transfer funds;
 - Set up an HSA investment account; and
 - More.

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MoneyPlus
administration

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Coverage periods

- Pretax Group Insurance Premium Feature:
 - May enroll in feature when hired or during open enrollment in October.
 - Coverage continues from one year to next; no need to re-enroll each October.
- DCSA and MSA:
 - Must re-enroll in spending accounts each October for next plan year.
 - Coverage stops if not re-enrolled.


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Coverage periods

- HSA:
 - Enroll in feature at any time.
 - Must stop HSA contributions before the start of MSA contributions.
 - No retroactive changes.
- Change in status (i.e., marriage, divorce, birth, death):
 - Can make DCSA and MSA changes within 30 days after event.

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Payroll processing



- MoneyPlus discrepancy reports must be reviewed as soon as possible:
 - Differences expected/received.
 - Timely response keeps errors from compounding.
- Missed flexible spending account deductions for two consecutive payrolls:
 - Account closed.

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Payroll processing



- Payroll data and funds received must match:
 - WageWorks cannot enter unbalanced transactions.
 - Negative deductions acceptable.
 - Separate payments are required for fees and participant contributions.

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HSA reminders



- Participant must enroll in SHP Savings Plan.
- Participant must sign up for HSA payroll deductions using *MoneyPlus Enrollment Form*.
- Participant must open bank account by December 31, 2017, to ensure elections for January are deposited in account.

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HSA reminders

- Contributions held in suspense if Optum account is not opened.
- Contributions returned to payroll center after 90 days.

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HSA reminders

- Employer sends payroll deductions to WageWorks.
- WageWorks:
 - Balances contributions.
 - Monitors contributions for yearly maximum.
 - Sends contributions to Optum.
- Optum:
 - Deposits deductions into participant's accounts.
- Funds available five to six business days from the date all payroll information received by WageWorks.

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myFBMC Card® reminders

- IRS requires adjudication (documentation) for every transaction.
- Some items can be automatically adjudicated:
 - Electronic records contain necessary documentation.
 - Known copays.
 - Inventory Information Approval Systems (IIAS).

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myFBMC Card® reminders

- Cardholders get quarterly statements:
 - Highlighted transactions need supporting documentation.
 - Highlighted transactions on statement for two consecutive quarters – card suspended.
 - Account reactivated after receipt and adjudication of supporting documentation.

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myFBMC Card® reminders

- Auto-substitution occurs when paper claim received and approved.
- If card still suspended at end of run-out period and after notices:
 - myFBMC Card® suspended permanently.
 - Outstanding amounts reclassified as income in next W-2 tax form.

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Resources

- www.myFBMC.com
- www.irs.gov
- <http://www.peba.sc.gov/moneyplus.html>
- <https://www.peba.sc.gov/iforms.html>
- *Benefits Administrator Manual*
- *Insurance Benefits Guide*
 - MoneyPlus chapter
- *MoneyPlus Tax-favored account guide*

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MoneyPlus reminders

- Subscribers are responsible for their benefits.
- Enroll in DCSA and MSA each year during October enrollment period.
- Enrollment is not automatic.
- Make changes to DCSA and MSA within 30 days of a change in status.
- Make changes to HSA first of any month.

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MoneyPlus

- Administrative departments:
 - Start-up (new)
 - Enrollment
 - Deduction Management
 - Status Change
- WageWorks
800.342.8017
Fax: 888.800.5217
www.myFBMC.com

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Get social with PEBA

-  www.facebook.com/scpeba
-  www.twitter.com/scpeba
-  www.youtube.com/c/pebatv
-  www.scpeba.podbean.com

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Disclaimer



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