

FLEXIBLE SPENDING ACCOUNT PLAN CHANGES

Due to COVID-19, the following benefit plans have been amended:

- Health flexible spending account (Health FSA);
- Dependent care flexible spending account (Dependent care FSA); and
- Insurance benefits under the premium only plan

Please note, any change requests must be received in HR no later than December 10, 2020.

MANDATORY PLAN AMENDMENTS

NEW REIMBURSABLE EXPENSES

The following changes are effective January 1, 2020 and are permanent for the Health FSA plan:

1. There is no longer a requirement to provide a prescription or note of medical necessity in order to use funds to pay for over-the-counter medicines.
2. Menstrual care products are now eligible expenses.

DEADLINE EXTENSIONS

In the following four instances, the time from March 1 through the end of the Outbreak Period must be ignored for the Health FSA and Dependent care FSA plans:

1. **Runout Period** –The time in which claims from the prior year, including the grace period, can be submitted.
2. **Claims Period** – The period allowed for a participant to file an appeal when a claim is denied.
3. **Plan Elections** – The period that participants have to elect new coverage following a qualifying event.
4. **External Review** – The period that participants have to file a request for external review of a claim.

OPTIONAL PLAN AMENDMENTS

PERMITTED ELECTION CHANGES

The following change is effective January 1 – December 31, 2020 for the Health FSA and Dependent care FSA plans.

Plan participants may add, change or revoke elections for these plans at any time on an unlimited basis in 2020 without experiencing a change in status. Remember the current election can be used on expenses incurred through the grace period, which ends March 15, 2021. If you want to make an election change, see the FSA enrollment form at: <https://www.iwu.edu/human-resources/intra/bpc-flexible-spending-account-enrollment-form-2021.pdf>

Please note a plan election cannot be changed to an amount less than the participant has already spent.

If a plan election is changed to an amount that has already been contributed but NOT spent, the university will refund the amount in excess of the election change. Pre-tax withholdings refunded will be added back to your taxable income and applicable taxes will be withheld.

The revised election amount may be spent on claims incurred at any time in 2020 and through the grace period, which ends March 15, 2021.

EXTENDED GRACE PERIOD

Plan participants in the 2019 Health FSA and/or Dependent care FSA (which includes a grace period that ends in 2020) may continue spending money in these accounts through December 31, 2020.

For more information, contact Marie Giusti at ext. 3971 or Londa Dunlap at ext. 3373. in the Human Resources Office.