

FSAFEDS “Use or Lose” Deadline and Carryover Policy

This notice provides an overview of the “use or lose” rule and the carryover policy for the Federal Flexible Spending Account (FSAFEDS) Program. FSAFEDS is a pretax benefit program offered to eligible Federal employees. The following are the three types of Flexible Spending Accounts (FSAs) available:

- Health Care FSA (HCFSA)
- Limited Expense HCFSA (LEX HCFSA)
- Dependent Care FSA (DCFSA)

What do I need to know about my Dependent Care FSA funds?

The use or lose rule applies to Dependent Care FSAs. By law, Dependent Care FSAs cannot use a carryover policy. Use or lose refers to an Internal Revenue Service (IRS) requirement that states if you do not spend all of the money you placed into your Dependent Care FSA during 2019 by March 15, 2020, any money remaining in the account will be forfeited because it cannot be rolled over or refunded to you. Neither the Office of Personnel Management (OPM) nor NASA has the authority to make any exception to this IRS rule.

Dependent Care FSAs allow an additional 2½ months’ grace period (through March 15, 2020) to incur dependent care expenses against your 2019 benefit period. You have until midnight Eastern Time (ET) on April 30, 2020, to file claims for reimbursement for eligible expenses incurred during the previous benefit period. Refer to the instructions at the end of this notice for submitting your receipts.

What do I need to know about my Health Care FSA funds?

Rather than a grace period, Health Care FSAs allow you to carry over as much as \$500 in your account from 2019 into the new benefit year, which began January 1, 2020. All eligible expenses for 2019 must have been incurred by December 31, 2019, and those claims may be submitted up until midnight ET on April 30, 2020.

Carryover Policy Overview:

- For you to be eligible to use carryover funds, both of the following conditions must apply:
 - As of December 31, 2019, you had a remaining Health Care FSA balance.
 - You are re-enrolled in an FSAFEDS Health Care FSA for 2020.
- If carryover applies to you:
 - You ended 2019 with unspent funds in your Health Care FSA. A carryover account for 2020 was established from these 2019 funds, up to \$500. Any amount over \$500 remains in your 2019 account and will be forfeited if 2019 claims are not submitted by the deadline of April 30, 2020.
 - The 2019 carryover funds can be used for 2019 expenses that are submitted by April 30, 2020. After April 30, unspent 2019 funds of less than \$500 will be combined with 2020 contributions to be used for 2020 expenses.

Important: Be sure you submit 2019 expenses before submitting 2020 expenses because claims are processed in the order in which they are received. If you use all 2019 carryover funds, your 2020 funds cannot be used for 2019 expenses.

What is the deadline for submitting my 2019 receipts and how do I submit them?

You have until midnight ET on April 30, 2020, to submit claims for expenses incurred by December 31, 2019. To file a claim, visit the FSAFEDS Web site, then click the **FILE A CLAIM** tab. Claims and supporting documentation may be submitted using any of the following methods:

- **Online**
 - Visit <https://www.fsafeds.com>.
 - Click the **Log In** tab, log into your account, and click the **Submit Receipt or Claim** button.
 - Then, follow the step-by-step instructions.
- **FSAFEDS App**
 - Download the FSAFEDS app from the Apple App Store or Google Play and follow the prompts.
- **Mail**
 - The FSAFEDS claim forms are available at: <https://www.fsafeds.com>. Under the **FILE A CLAIM** tab, click the **Health Care Claim Form (PDF)** or the **Dependent Care Claim Form (PDF)** option.
 - Mail forms with a postmark no later than April 30, 2020, to:

FSAFEDS Program–Claims
P.O. Box 14127
Lexington, KY 40512-4127
 - Do not send original receipts with your submission; please send copies only.
- **Fax**
 - The FSAFEDS claim forms are available at: <https://www.fsafeds.com>. Under the **FILE A CLAIM** tab, click the **Health Care Claim Form (PDF)** or the **Dependent Care Claim Form (PDF)** option.
 - Fax your completed form and copies of itemized receipts to 1-866-643-2245.

For more information regarding your FSA, account balances, billing, and supporting documentation requirements, please visit: <https://www.fsafeds.com>. You may speak to an FSAFEDS Benefits Counselor by phone at 1-877-FSAFEDS (1-877-372-3337).



For questions concerning this notice, contact:
NASA Shared Services Center (NSSC) Customer Contact Center
1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov