

2013 FSAFEDS “USE IT OR LOSE IT” Deadline is **March 15, 2014**

The Federal Flexible Spending Account (FSAFEDS) Program is a pretax benefit program offered to eligible Federal employees through an Open Season held in conjunction with the Federal Employees Health Benefits (FEHB) Program Open Season. If you have a remaining FSAFEDS balance as of December 31, 2013, this notice is a reminder about the upcoming March 15, 2014 deadline to incur expenses using your FSAFEDS 2013 funds.

What is the “use it or lose it” rule?

Use it or lose it refers to an Internal Revenue Service (IRS) requirement that states if you do not spend all of the money you have placed into your Health Care Flexible Spending Account (FSA) or Dependent Care FSA, any money remaining in your FSA after March 15 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.

What is the grace period?

The grace period is an additional 2 ½ months (January 1 through March 15) during which you can incur eligible expenses that can be reimbursed from your prior year balance. The grace period helps accountholders avoid forfeiting any of the funds they deposited in FSA accounts. It does not mean you can have prior year expenses paid from the current year.

How long after the end of the benefit period do I have to submit my receipts?

You have until midnight Eastern Time on April 30, 2014 to submit claims for expenses incurred during the previous Benefit Period. Claims and supporting documentation may be submitted using any of the following methods:

- Online Claim Submission feature: Visit <https://www.fsafeds.com>. Click the **My Account Summary** tab, log into your account, and click the **My Claims** button. Then click the **Online Claim Submission** link, and follow the step-by-step instructions.
- Mail with a postmark no later than April 30, 2014 to FSAFEDS Program: The FSAFEDS claim forms are available at: <https://www.fsafeds.com>. Under the **Claim Forms** tab, click the **Health Care Claim Form** or the **Dependent Care Claim Form** option.
- Fax: Use the number listed on the top of the applicable claim form.

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



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