CAFETERIA PLAN

Flexible Spending Accounts & Dependent Care

FSA - Flexible Spending Account

What is a Flexible Spending Account?

- A Flexible Spending Account (*aka: FSA*) is an account you contribute pre-tax money into that you can use to pay for certain out-of-pocket health care costs.
- Money is deposited into the account each paycheck, based on what the employee has elected to contribute.
- All money put in by the employee is done so on a pre-tax basis. **The employee avoids Federal, State and FICA tax!**
- The total amount you elect is available immediately. You do not have to wait until you've contributed the money to use it.

What happens if I do not spend all of the money I contribute to my FSA?
If you do not use the entire amount within the plan year, you will have one of the following options, depending on your company plan:

- **OPTION 1:** You are allowed to carry over up to **$500** per year to use in the following year. Any additional funds above $500 will go back to the company.
- **OPTION 2:** You are allowed a "grace period" of up to **2 ½ months**, in the next plan year, to use the money in your FSA. Any additional funds not utilized will go back to the company.

Examples of Eligible Expenses:

- Co-pays and health insurance deductibles
- Prescription Costs
- Dental & Orthodontic Services
- Chiropractic Services
- Optical services including eye exams, glasses, contacts, solution, and Lasik surgery

What is Qualified Receipt?
A qualified receipt must be included with any claims submitted to Keating & Associates with the following information:

- Date of Service (not date of payment or billing date)
- Description of the item or service claimed
- Whom the item or service was for
- Who provided the items or services
- The amount of the expense

Examples of items that CAN be used as a qualified receipt:

- Explanation of benefits from your insurance provider
- Printout from pharmacy
- Prescription leaflets
- Statement or receipt from provider with the above listed requirements (must list service, not balance forward)

Examples of items that CANNOT be used as a qualified receipt:

- Credit card receipts
- Voided checks
- Statement of accounts
- Remittance slips or statements
- Register receipts (unless over-the-counter items that qualify or have doctor's prescription)

Mileage Rates for 2019

- 18 cents per mile for travel expense related to medical care with a date of service between 01/01/201-12/31/2019

For Additional Information Contact
Our Cafeteria Department
Phone: 785.537.0366 | TF: 866.537.0366
Fax: 877.537.0747
cafeteria@keatinginc.com

Keating & Associates
Cafeteria Department
1011 Poyntz Ave
Manhattan, Kansas 66502

Dependent Care

- Dependent care accounts allow up to **<u>$5,000</u>** <u>per family</u> for child care expenses while you (and/or your spouse) are at work.
- Money is deposited into the account each paycheck, based on what the employee has elected to contribute.
- All money put in by the employee is done so on a pre-tax basis. **The employee avoids Federal, State and FICA tax!**
- Dependent care accounts are not pre-funded. You can only be reimbursed with funds that are actually in the account.
- In order to qualify, your dependents must be:
    - A child under the age of 13
    - A dependent child that will be claimed on your current year taxes.
    - A child/spouse/dependent that is physically incapable of self-care and spends at least 8 hours a day in your household.
- Qualified expenses for reimbursement include adult and child day care centers, and before/after school care. Please note child care services may not be reimbursed if it is provided by immediate family members.
- Please check with your tax professional for information on the available tax credit.

Website Access

Every participant in the cafeteria plan has their own personal cafeteria website. You can access your website from anywhere, 24 hours a day! On your website you can:

- Check your available balance
- Enter claims and print claim forms
- See pending and completed payments
- Make address changes or personal information changes

How to Register on the Website:

- Go to www.keatinginc.summitfor.me
- Register as a new user by clicking on " **Register**". You will need to enter the employer ID and participant ID

For Additional Information Contact
Our Cafeteria Department
Phone: 785.537.0366| TF: 866.537.0366
Fax: 877.537.0747
cafeteria@keatinginc.com

Keating & Associates
Cafeteria Department
1011 Poyntz Ave
Manhattan, Kansas 66502

Summit Debit Card Overview

- Using the Summit debit card allows you to pay for your medical expenses with your FSA rather than having to pay out-of-pocket and submit for reimbursement.
- In order to use the Summit debit card, you must be registered on the employee website.

Summit Debit Card Program Specifics

- Use for medical expense like office and prescription co-pays.
- Repeat purchases (same amount, same location) will automatically be approved after the purchase is approved and verified.
- Approved retailers are set up so that only approved expenses can be charged to the Summit card and should not require you to submit claims and documentation.
- Other retailers should allow you to use the debit card, but you will be required to submit your verification documentation with the claim form.
- You will be emailed monthly statements on your Summit debit card transactions indicating what purchases require a receipt to be submitted.
    - You will have 60 days to submit this information before your debit card is suspended.
    - There may be a $10 non-qualified expense fee if you use your debit card for unapproved items (non-medical).

Ordering Your Summit Debit Card

1. Access **Summit** by going to: **www.keatinginc.summitfor.me** and Login.

   *If you have not registered, click on the link "Register" on the top right. Complete the information on the registration screen and hit "**Next**".*
2. Go to "**Card Center**" and select the "**Flex Benefits Card**" option.
3. To start the ordering process, click "**Get Started**"
4. **Debit Card Wizard**: Follow the step-by-step Wizard guide to finish ordering your debit card.

IMPORTANT:
If you need more than one card, you can request an additional card for other dependents the following day.
Only one additional card may be ordered per day.

Remember to check your website or watch for monthly e-mails reminding you of the receipts needed by Keating & Associates Cafeteria department to finalize your purchases. If these are not received, the IRS may require them to be repaid to the plan.

For Additional Information Contact
Our Cafeteria Department
Phone: 785.537.0366| TF: 866.537.0366
Fax: 877.537.0747
cafeteria@keatinginc.com

Keating & Associates
Cafeteria Department
1011 Poyntz Ave
Manhattan, Kansas 66502

Submitting Receipts

Some debit card transactions require that you submit receipts and documentation to verify it was a qualified expense. The employee website will help you review and submit any requirement information.

Review Outstanding Debit Card Transactions:

1. Go to www.keatinginc.com
2. Current Clients **>** Cafeteria Plan Participants **>** My Employee Account
3. Log into the website using your username and password
4. On the main page, you will see the message: "**You have debit card payments that must be reviewed**"
5. Select "**Review Now**". This will show any outstanding debit card transactions that need documentation.

Review Outstanding Debit Card Transactions:

1. If you have the receipts necessary, click "**Add to Form**."
2. Once you are finished reviewing, click "**Continue**."
3. Once the information is correct, click "**This is Correct**."
4. "**Save**" your information, and print out the claim form.
5. Sign and date the claim form, then submit it and the receipts to Keating & Associates by one of the following:
    - Fax [877-537-0747]
    - Mail [1011 Poyntz Ave, Manhattan KS 66502]
    - Email [claims@keatinginc.com]

Summit DataPath Application

iPhone Application: Go to the iTunes store and search for "Summit" and download

Android Application: Go to the Play Store and search for "Summit" and download

Login to the App:

1. Click on the Summit App icon to access the login page.
2. Enter or set-up your username and password (same username and password as Summit).

Submit a Claim or Debit Card Receipt:

1. Select "**Submit New Receipt**".
2. To upload a claim, click on "**Flex Claim**" or to submit a receipt for debit card use select "**Flex Card Receipt**".
3. At the Instructions page, select "**Next**" to proceed.
4. Enter the date of service, total amount, and photo (you can upload from your phone or "**take a photo**").
5. "**Retake**" or "**Use**" the photo.
6. Read the Attestation Statement and "**Submit**".
7. Select "**Done**" to submit another claim or "**Log Out**" to exit.

Account Benefits, Balances, & History:

- View your **account benefits and balance(s)** by selecting "**Account**"
- View your **account history** by selecting "**All**"

For Additional Information Contact
Our Cafeteria Department
Phone: 785.537.0366 | TF: 866.537.0366
Fax: 877.537.0747
cafeteria@keatinginc.com

Keating & Associates
Cafeteria Department
1011 Poyntz Ave
Manhattan, Kansas 66502