

# DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (FSA)



**DON'T LOSE BETWEEN \$1,250 TO \$2,000 PER YEAR ON CHILD CARE EXPENSES!**

**OPEN A DEPENDENT CARE FSA DURING OPEN ENROLLMENT THIS YEAR**

## How Do Dependent Care (Child Care) FSAs Work?



The purpose of a Dependent Care FSA is to pay for dependent care services for a dependent child or adult, allowing you and your spouse (if applicable) to work or to look for work.



You choose an annual dollar amount, up to \$5,000 per family, that you want taken out of your paycheck **before** taxes and put into your Dependent Care FSA. **Use the expense worksheet on the second page to help you choose your election amount** so you know you will use all of your funds by the end of the plan year.



As the Dependent Care money is deducted from your paycheck, you can then **use it to pay for eligible dependent care expenses** incurred during your organization's plan year.



**Common eligible Dependent Care expenses** include day care and before/after school expenses for a dependent child up to 13 years old or pre-school expenses.



**Common ineligible expenses** include kindergarten tuition, overnight camps, and care for a child 13 or older who isn't physically or mentally disabled.



**By not paying taxes on these expenses, you avoid losing up to \$2,000 in taxes** (25% to 40% of your annual Dependent Care FSA election). Use this hard-earned money on something else you value and enjoy!

## Why You Should Sign Up



To avoid losing hard-earned money each time you pay for dependent care expenses.

## How Do You Pay For Expenses?



You can use the **24HourFlex Debit card**, a stored value VISA card loaded with your current Dependent Care balance, to pay providers directly if they accept cards AND are set up with a credit card merchant account tied to being a dependent care provider.



You can also incur expenses and then submit an **itemized invoice to 24HourFlex** to be reimbursed from your Dependent Care FSA.

**Important:** You must have an itemized invoice from your provider that includes:

- The dates or date range of care provided
- Name of the dependent care provider
- The cost of the care
- A description of the care provided

## How Do You Manage Your Account?



The easiest way to manage your account is online at [www.24hourflex.com/newuser](http://www.24hourflex.com/newuser)



Through the 24HourFlex Mobile App available for Android and Apple (iOS).



Make sure you read your Plan's Summary Plan Description (SPD), available from your employer, to understand the deadlines and rules that govern your rights and benefits.

## CUSTOMER SERVICE

7:00 a.m. to 6:00 p.m. (Mountain Time)  
MONDAY – FRIDAY

VISIT:  
[WWW.24HOURFLEX.COM](http://WWW.24HOURFLEX.COM)

CALL:  
800-651-4855

EMAIL:  
[INFO@24HOURFLEX.COM](mailto:INFO@24HOURFLEX.COM)

LIVE CHAT ONLINE

# ESTIMATE YOUR EXPENSES WORKSHEET

Use the worksheet below to help you determine your annual Dependent Care FSA election.

Expense Category	Example	Your Estimate
Before/After School Program (ages 12 and younger)		
Day Care (ages 12 and younger)	\$5,000	
Preschool		
Babysitting (work related)		
Nanny/Au Pair (work related)		
Payroll taxes related to childcare		
Elder Care		
<b>TOTAL EXPENSES =</b>	<b>\$5,000</b>	

**Note:** These expenses are eligible under the assumption that they allow you and your spouse (if applicable) to work or be looking for work.

## What Are Common Eligible Expenses?

- Before and after school programs for children 12 or younger
- Day care for children 12 or younger
- Preschool
- Summer day camps
- Babysitting
- Nanny/Au Pair
- Payroll taxes related to someone providing childcare for your child(ren)
- Nursery school
- Elder care

## What Are Common Non-Eligible Expenses?

- Kindergarten tuition\*\*
- Babysitting for non-work related reasons
- Overnight camps

A comprehensive list of eligible and non-eligible expenses can be found at:

[www.24hourflex.com/eligible-expenses](http://www.24hourflex.com/eligible-expenses)

\*\* The optional portion of full day kindergarten may be eligible if it is primarily providing childcare services.

# KEYS TO USING YOUR DEPENDENT CARE FSA

- 1 Know your full Dependent Care FSA funds are available as they are deducted from each paycheck (this benefit is NOT prefunded).
- 2 Know you can't change your election unless you have an eligible status change (change in provider, marriage, child is born, etc.).
- 3 Make sure you submit itemized invoices.
- 4 Log into your online account and download the 24HourFlex mobile App.
- 5 If you run into any problems, contact 24HourFlex. We want to help you!
- 6 Pay attention to all email or written communication you get from 24HourFlex.

# MOBILE APP AND ONLINE ACCOUNT



Simplify your life by using these tools to:

- Check your Dependent Care FSA balance
- Submit receipts and claims
- See your spending history
- Learn more about your Dependent Care FSA
- Order additional debit cards
- Sign up for direct deposit
- Sign up for text/SMS alerts

**Note:** The 24HourFlex mobile app is available in the Android and Apple (iOS) stores

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