



Catholic Charities of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

Flexible Spending Account

Catholic Charities, through The Diocese of Raleigh, offers the optional benefit of Flexible Spending Accounts (FSA) to employees working 30 hours or more per week. Eligible employees do not have to be enrolled in the health benefits plan sponsored by the Diocese of Raleigh to participate in the FSA plans. Flexible Spending Accounts allow eligible employees to use pre-tax dollars to pay out-of-pocket expenses incurred for healthcare or dependent care. The FSA Plan for the Diocese of Raleigh is administered by Benefit Allocation Systems on a calendar year basis.

There are two components to the diocesan Flexible Spending Accounts:

Health Care Account: Eligible employees can set aside pre-tax dollars through payroll deduction to pay for out-of-pocket healthcare expenses incurred for themselves or eligible dependent(s). There is an annual IRS maximum amount allowed per calendar year. **2017: \$2,600**

Dependent Care Reimbursement: Eligible employees can set aside pre-tax dollars through payroll deduction to pay for out-of-pocket expenses incurred for child care or adult care. There is an annual IRS maximum amount allowed per calendar year. **2017: \$5,000**

Enrollment in the Flexible Spending Account Plan

Eligible employees already enrolled in the current year FSA plan will be able to renew their Flexible Spending Account on an annual basis in December for the upcoming year.

Eligible employees not enrolled in the current year FSA plan but who experience a qualified life event may enroll at that time. Newly hired employees who meet the eligibility requirement for the FSA plan, may enroll at the time of hire. Deductions for FSA contributions for qualified life events and newly hired employees will be based on the number of payroll periods remaining in the calendar year. Enrollment in the FSA plans other than during Open Enrollment must be done manually using the FSA Enrollment Form.

[2017 FSA Enrollment Form - manual \(PDF\)](#)

Filing Claims for Reimbursement

Claim forms and instructions can be downloaded 24/7 by visiting www.myenroll.com and clicking “FSA Claim Forms” in the upper right corner of the home page.

Claim forms and receipts may be mailed or faxed toll free to BAS at any time (fax: 1-888-265-2144).

Reimbursement checks are issued every Tuesday with proper documentation.

No minimum expense amount for claims submission.

Pre-Paid Benefit Card (Benny Card)

The Pre-Paid Benefit Card (Benny Card) will automatically be issued to all FSA participants. The Benny Card is a special purpose MasterCard that gives participants an easy, automatic way to pay for eligible FSA health care/benefit expenses at point of purchase, therefore eliminating the need to submit reimbursement requests.

The amount of the participant’s annual election will be loaded on to the Benny Card at the beginning of each year. Participants may be required to provide receipts as substantiation for their purchases after using the pre-paid card. Therefore, participants should save any FSA receipts. BAS will contact the participant directly if substantiation is needed.

The Benny Cards are good for 5 years providing the participant enrolls in the FSA plan each year.

NOTE: Participants are not required to use the Pre-Paid Benefit Card but are given the option as a convenience.

Contact Information

Participants can login to www.myenroll.com to check FSA balances and payments at any time.

Questions regarding FSA accounts should be directed to BAS Client Services Department at 1-800-945-5513 or by e-mail at service@basusa.com.