



HEALTH CARE FLEXIBLE SPENDING ACCOUNT (HCFSA) PROGRAM CLAIMS FORM

40 Rector Street, 3rd Floor, New York, NY 10006
Tel: (212) 306-7760 TTY: (212) 306-7629 nyc.gov/fsa



1) INSTRUCTIONS AND IMPORTANT INFORMATION

1. A "Plan Year" is the calendar year (January 1-December 31) or for a newly eligible employee, any remaining portion thereof.
A "Grace Period" is from January 1 through March 15 following the end of the current Plan Year. The HCFSA claim may be incurred during this period and reimbursed using the remaining balance from the participant's previous Plan Year's account.
A "Claims Run-Out Period" is from January 1 through May 31 following the end of the current Plan Year, during which you may submit any outstanding or pending claims incurred during the Plan Year or the Grace Period. Claims received after May 31 will **not** be processed.
2. When submitting a claim either during the Grace Period or the current Plan Year, you should check the applicable box when completing your claim information. Please note that once a new Plan Year has begun, you may claim reimbursement with either the remaining balance in your previous Plan Year's account, or the new balance from the current Plan Year's account. Your reimbursement may also be divided between these two accounts.
3. **After the Claims Run-Out Period has ended, any unclaimed year-end balance in your account will not be carried into the next Plan Year and will be forfeited.**
4. Reimbursement can only be made for expenses resulting from services that have been received in the applicable Plan Year. No reimbursement can be made prior to services being received.
5. The minimum reimbursement amount requested must total \$50.00, unless your current account balance is less than \$50.00.
6. Only claims received by the close of the month will be processed for that month. Once your claims are approved, you will receive reimbursement at the end of the following month.
7. Attach the Explanation of Benefits (EOB) Statement from your health insurance carrier(s) for medical expenses (i.e., deductibles, co-payments) and the EOB from your Welfare Fund for dental, vision and/or hearing expenses. Also attach an itemized bill or receipt from your provider(s) for all eligible expenses. The date(s) of service on the claims form must match the date(s) of service on the EOB and the receipt or billing statement.

Each EOB, bill, receipt or claims form must contain the following information:

- Name of patient receiving service
- Type of service
- Date(s) of service
- Amount charged for service
- Name of provider rendering service

The HCFSA Program reserves the right to request additional documentation.

8. Attach a doctor's prescription and an itemized bill or receipt for over-the-counter (OTC) drug claims, or a copy of the product box containing the name of the OTC drug, if an itemized receipt is not available. You must attach a prescription receipt for prescription drug claims.
9. **Definitions:**
 - a) **Eligible Medical Expense:** An expense which has been incurred by the participant for qualifying health care expenses provided for an eligible health care recipient on or after the benefit effective date and which is eligible for reimbursement pursuant to the terms of the HCFSA Program
 - b) **Qualifying Health Care Expense:** An expense incurred for an eligible medical service which is: (i) performed in regard to an eligible health care recipient; (ii) not reimbursable by a health insurance carrier and/or Welfare Fund; and (iii) not for the payment of health insurance premiums
Note: Any expense defined by the IRS as a non-deductible expense for income tax purposes shall be ineligible for reimbursement under HCFSA. Furthermore, an expense deductible for income tax purposes does not necessarily mean that it qualifies for reimbursement under this Program.
 - c) **Eligible Health Care Recipients:** (i) the participant, who is eligible to be covered under the City of New York Employee Health Benefits Program (EHBP); (ii) the participant's spouse, who is eligible to be covered under the City of New York EHBP; and (iii) the participant's children who are eligible for coverage under the City of New York EHBP currently or as of July 1, 2011 (even if the participant does not enroll them), including the participant's adult children who do not attain age 27 by the end of the Plan Year.
Note: Domestic/same sex partners are not eligible health care recipients under HCFSA unless they are a dependent for federal tax purposes.
10. Be sure to sign and date this form. Return your completed form and proper documentation to the address shown above. You may obtain additional claims forms on the FSA Web site at nyc.gov/fsa.