



Administered by:



Erisa Administrative Services, Inc.

# The State of New Mexico Group Benefits Health Plan Plan Year: January – December 2022

FLEXIBLE SPENDING BENEFITS

# Flexible Spending Program

- ▶ Flexible spending allow employees to set aside money for eligible expenses prior to taxes being withheld
  - ▶ Health Flexible Spending Account (FSA)– covers eligible health care expenses
  - ▶ Dependent Care Assistance Program – covers daycare expense for eligible dependents
  - ▶ Transportation/Parking Benefits – covers transit and parking expenses incurred traveling to/from work
- ▶ Deductions are taken from your paycheck before taxes are withheld, reducing your withholding and saving you money
- ▶ FSA is not the same as an HSA (Health Savings Account) or HRA (Health Reimbursement Account); the same rules do not apply



# Enrollment

- ▶ Health Care
  - ▶ Enroll during open enrollment, within 31 days of hire date, or Qualifying Event
  - ▶ Covers employee, spouse, and children under age 26
  - ▶ Does **not** cover domestic partners or children of domestic partners
- ▶ Dependent Care
  - ▶ Enroll during open enrollment, within 31 days of hire, or Qualifying Event
  - ▶ Covers daycare expenses for children 12 years old or younger, and certain eligible dependents
- ▶ Transportation and Parking Commuter Benefits
  - ▶ Enroll or change enrollment at any time
  - ▶ Covers employee expenses only



# Active Enrollment 2021

## Health and Dependent Care

- ▶ **Mandatory Annual Enrollment**
  - ▶ In order to participate in FSA for health and/or dependent care in 2022, you **must** enroll during the active enrollment season, whether or not you were enrolled in 2021
- ▶ **Changing Your Election**
  - ▶ Changes to your enrollment outside of open enrollment can only be done during a qualifying event

## Transit and Parking Benefit

- ▶ **Rollover Enrollment**
  - ▶ If you were enrolled in transit or parking during 2021, your election will automatically carry over into 2022
- ▶ **Changing Your Election**
  - ▶ You may enroll or make changes to your transit or parking election at any time during the year



# Health Care FSA

Minimum Annual Contribution	\$130.00
Maximum Annual Contribution	\$2,750.00*

- ▶ Expenses must be incurred within the period January 1, 2022 to March 15, 2023
- ▶ Claims must be submitted by March 31, 2023 to be approved
- ▶ Includes a grace period to allow funds to be fully utilized
- ▶ Use-it-or-lose-it → Funds left in your count at the end of the filing period will be forfeited
- ▶ Use your FSA debit card for eligible purchases
- ▶ Receive reimbursement via ACH or paper check using the app
- ▶ Convenient Online Claim Submission; just go to <https://erisatrust.com/state-of-new-mexico/>
- ▶ Upload documentation with your phone's camera using the app

*\*As of 2021; subject to change following IRS announcement*



# Eligible Health Care Expenses

## Eligible Expenses

- ▶ Out of pocket medical expenses like copays, coinsurance, and deductibles
- ▶ Non-cosmetic dental expenses
- ▶ Vision care expenses
- ▶ Prescriptions
- ▶ OTC (Over the Counter) medications now eligible without LMN (Letter of Medical Necessity)

## Ineligible Expenses

- ▶ Expenses that aren't medically necessary
- ▶ Expenses that have not yet been incurred
- ▶ Expenses incurred before plan enrollment
- ▶ Expenses incurred after you've exhausted your balance

A helpful list of qualifying expense is available at:

[https://www.mybenefitsnm.com/Documents/Eligible\\_Health\\_Care\\_Expenses.pdf](https://www.mybenefitsnm.com/Documents/Eligible_Health_Care_Expenses.pdf)

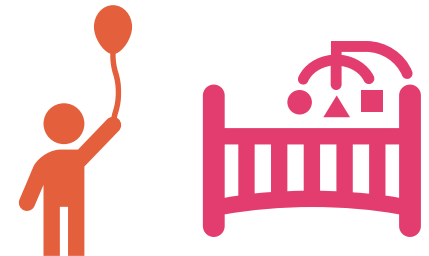
Expenses will be reviewed for eligibility. Claims may require a receipt or Explanation of Benefits (EOB) that shows your name, medical provider, the date, the amount, and what service was received.

# Dependent Care FSA Program

Minimum Annual Contribution	\$130.00
Maximum Annual Contribution	\$5000.00*

- ▶ Expenses must be incurred within the period January 1, 2022 and December 31, 2022
- ▶ Claims must be submitted by March 31, 2023 to be approved
- ▶ Use-it-or-lose-it account → Funds left in your account at the end of the filing period will be forfeited
- ▶ Convenient Online Claim Submission; just go to <https://erisatrust.com/state-of-new-mexico/>
- ▶ Online Reimbursement allows you to request ACH or physical check with the app
- ▶ Your debit card can be used to pay valid dependent care expenses
- ▶ The same phone app is used for FSA and Dependent Care

*\*Estimated household maximum for 2022*



# Eligible Dependent Care Expenses

Dependent Care is to help you pay for child care while you and your spouse work or look for work.

## Eligible Expenses

- ▶ Before/After School Care
- ▶ Daycare
- ▶ Senior Daycare
- ▶ Summer Camp
- ▶ Late pick-up fees
- ▶ Registration fees\*
- ▶ Application fees\*

\*not reimbursable until care has been provided

## Ineligible Expenses

- ▶ Expenses paid to child's parent or a child under the age of 19
- ▶ Overnight Camps
- ▶ Instructional or sport camps
- ▶ Late payment fees
- ▶ Educational Expenses



# Transportation and Parking Reimbursement

Minimum Per Month	Maximum Per Month
\$5	\$270



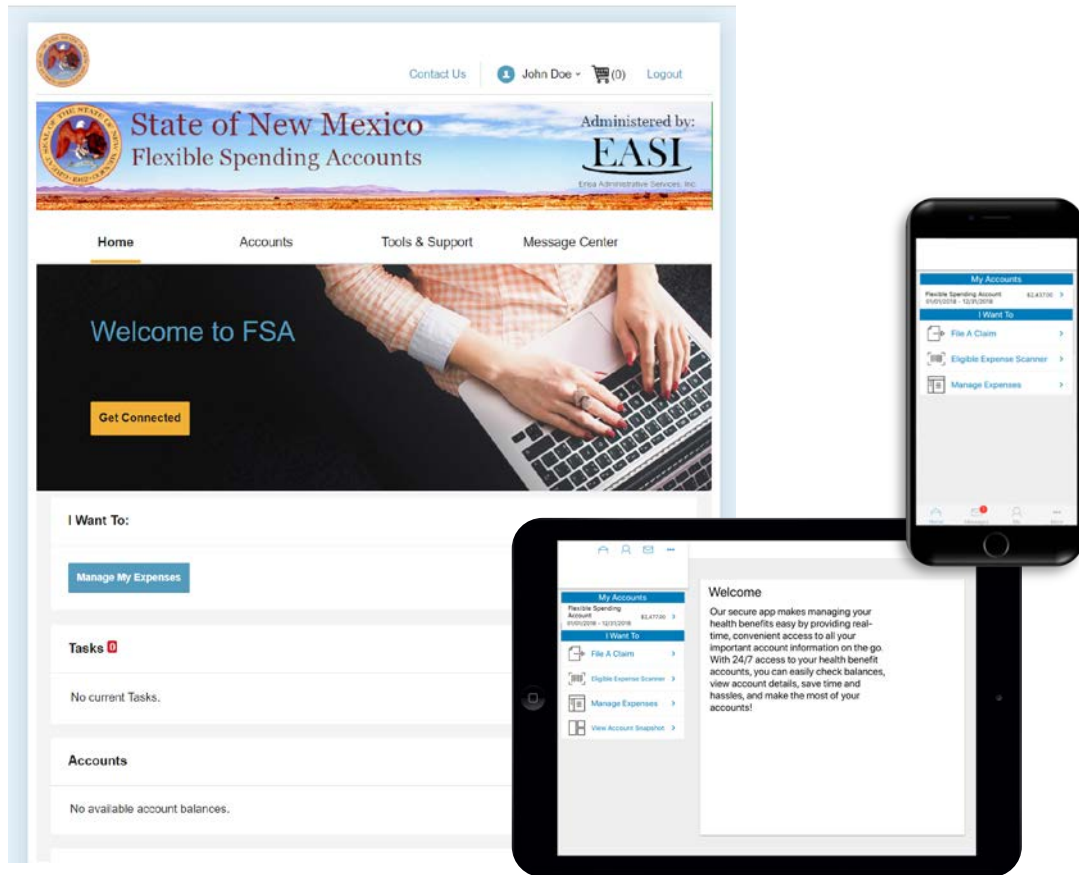
- ▶ Enrollment and changes to elections can occur at any time during the year
- ▶ Include costs of public or certain privately operated transit service
- ▶ Track your account using the mobile app
- ▶ Reimbursements for claims is easy, just download the phone app at <https://www.mybenefitsnm.com/FSA.htm> to file a claim and submit documentation
- ▶ Mass Transit / Van-Pooling Reimbursement
  - ▶ Vanpooling
  - ▶ Vanpooling services, like Uber Pool
  - ▶ Bus or Train Passes
- ▶ Parking Reimbursement
  - ▶ State-Owned parking by meter or lot at or near your workplace

# Debit Card

- ▶ Available for both Health and Dependent Care
- ▶ Two cards are provided initially
- ▶ Additional cards cost \$10.00
- ▶ Allows you to pay for qualified expenses directly from your FSA at time of service
- ▶ May still require additional documentation
  - ▶ Keep receipts and EOBs for **all** debit card expenses in case of claim review



# Online Claim Submission



- ▶ Access your account online using your computer or our mobile app
- ▶ Submit claims and upload receipts using your phone or computer
- ▶ View your account and update your contact information as needed
- ▶ Add your bank account to allow direct deposit of reimbursements

<https://www.mybenefitsnm.com/FSA.htm>  
Using the app is easy! Video tutorials are available.

# Paper Claim Submission

- ▶ Access paper forms on our website
- ▶ Include all appropriate documentation, including receipts/EOBs and letters of medical necessity (if required)
- ▶ Documents must show:
  - ▶ Your Name or Dependent Name
  - ▶ Service Provider
  - ▶ Date Incurred
  - ▶ Amount Incurred
  - ▶ Type of Expense

- ▶ Email: [sonm@easitpa.com](mailto:sonm@easitpa.com)
- ▶ Fax: (505) 244-6009
- ▶ Phone: (505) 618-1800
- ▶ Mail:

Flexible Spending Accounts  
Erisa Administrative Services, Inc.  
1200 San Pedro Dr. NE  
Albuquerque, NM 87110

**Remember: submitting a claim via the mobile app is the fastest route to reimbursement. Use the mobile app whenever possible.**

# Documentation Requirements

## FSA Requirements

- Proof of Receipt
- Letter of Medical Necessity
- Explanation of Benefits
- “Incurred Cost” means you owe or have spent money within the plan year

## Dependent Care Requirements

- Proof of Receipt
- Proof it is an after-school care service
- Tax ID information on the documentation
- Period of Service (must be within the plan year)

## Transit/Parking Requirements

- Proof of Receipt
- Make sure the documentation clearly identifies you as the employee are the one using the benefit

The fastest way to get your claim processed is to make sure you are spending money on an eligible expense, and to secure a copy of the documentation for upload to the mobile app.



# Getting Started

- ▶ To Get started, just go to <https://www.mybenefitsnm.com/FSA.htm> where you will find forms and links to begin or go straight to enrollment at <https://www.mybenefitsnm.com/StateAgencyEmployee.html>
- ▶ Choose the app that fits your phone: search “**BenefitsbyET**” in the Google Play or Apple App store and follow the instructions to register
- ▶ You can visit Erisa Trust directly for the PC version of the app at <https://www.erisatrust.com/sonm> and choose “Portal Login”
- ▶ For questions or assistance call 1-855-618-1800 or email [FSA@easitpa.com](mailto:FSA@easitpa.com) and we will be happy to assist

# Resources

**What is FSA Eligible?** A list of eligible expenses for Health and Dependent Care is available on the SONM website. Using a website like FSASTORE.COM is also an excellent place to search for eligible items. You can also confirm eligible expenses at: [https://www.mybenefitsnm.com/Documents/Eligible\\_Health\\_Care\\_Expenses.pdf](https://www.mybenefitsnm.com/Documents/Eligible_Health_Care_Expenses.pdf)

- ▶ The Cares and Appropriations act allowed for special provisions for the 2020-2021 plan year. At this time no such provisions extend into the 2022 plan year. If this changes participants will be notified.