

Sign up **NOW**
for the
2023–2024
Plan Year!

Flexible Spending Benefits Town of Brookline

One of the Few Gifts the IRS Gives!

Discover the benefit that **SAVES YOU MONEY**. This perk allows you to set aside a portion of your pay—**BEFORE TAXES**—to cover out-of-pocket expenses in these categories:

- ◆ **HEALTH CARE.*** Eligible expenses and services include non-cosmetic medical, dental, and vision care services; orthodontics; prescription medications; over-the-counter ‘medicines’ (not vitamins or supplements); prescription eyeglasses, contact lenses, laser eye surgery, alternative health therapies (e.g. chiropractic, acupuncture), mental health services, and *more!*

Max. Annual Health Care Election: \$3,050.

Who’s Covered? You, your legal spouse, and your dependents, as defined by the Internal Revenue Service, including those claimed on your tax return and adult children under age 26.

Grace Period. Health Care FSA participants get an **extra 75 days** at the end of the plan year to spend down the prior year’s available balance.

HSA Ineligibility. If you or your spouse has a Health Savings Account (‘HSA’), you are not eligible to participate in the Health Care FSA plan.

- ◆ **DEPENDENT CARE.**** For qualified **childcare** for your dependent children under age 13, elderly dependents, and dependents with special needs. Eligible expenses include daycare, preschool, before/after school care, day camp, and elder daycare. **Max. Annual Election: \$5,000 per family.**

- ◆ **COMMUTING[†]:**

- **TRANSIT PLAN.[†]** For your **mass-transit** expenses (commuter rail, subway, bus, trolley, commuter boat, dedicated vanpool service) for travel to/from work. **NOT** for tolls, taxis, ride-hail/ride-share services, or other single-car travel. Spouse/dependent expenses not eligible. **Max. Monthly Election: \$300.** (up to \$3,600. per year)
- **PARKING PLAN.[†]** For your parking expenses at their place of work or mass-transit lot. Not for residential or non-work parking. Spouse/dependent expenses not eligible. **Max. Monthly Election: \$300.** (up to \$3,600. per year)

Plan Fees. The annual FSA admin. fee is paid by the Town unless enrolled in Dependent Care only, for which the fee is \$36 per plan year.

* Not all Health Care expenses are FSA-eligible, such as: cosmetic procedures or products (e.g. Botox, teeth whitening, veneers, etc.), couples/family counseling, general health/wellness expenses (e.g. toothbrushes, toothpastes, non-prescription sunglasses, gym dues, etc.), and federally non-permissible products. Some healthcare-related expenses, such as medical equipment and some services, may require a physician’s Letter of Medical Necessity in order to be FSA-eligible. Visit <https://fsastore.com/CPAEligibility> for more info. on specific products & services.

** Overnight camp and school tuition for kindergarten and up are not FSA-eligible; day camp is eligible when utilized as a form of childcare in order for the parent(s)/guardian(s) to be able to work; extra-curricular and enrichment programs/activities that aren’t daycare/childcare-based are not eligible; money paid to a childcare provider who doesn’t report it as income on their taxes is not FSA-eligible.

† The Transit and Parking plans are participant-only benefits and not for spouse or dependent’s expenses. Transit plan is for mass-transit service as described above; vanpool = a van that seats 6+ adults and a driver used exclusively to transport workers to/from work; tolls, taxis, car/ride-hail/ride-share services are not eligible. Monthly expense cap shown reflects max. federal and Comm. of Mass. max. tax benefits.

Enroll by **5/3/2023**
for the
7/1/2023 – 6/30/2024
Plan Year

Already in the FSA Plan?

Re-enrollment is **NOT** automatic!

► **Re-enroll** via your online account portal—*not the mobile app!* Go to cpaemployee.lh1ondemand.com and log-in on the LEFT side of the sign-in screen. On your account homepage, click the blue *Enroll/Re-enroll* button and follow the steps to enroll for the new plan year. Click *Submit* at the end. (Printing or saving your enrollment confirmation is advised.)

► **Joining for the first time?** New Participants are to submit their completed “Authorization for Pre-Tax Payroll Reduction” form to Human Resources, 2nd Floor.

Benefit Cards. New Health Care FSA enrollees will receive **2 cards** that can be used at most medical facilities, dental offices, optical shops and pharmacies for eligible expenses.

Cards for Transit and/or Parking plans may be used at mass-transit points of purchase and many parking facilities, from accrued funds. For those enrolled in the Health Care FSA, your benefit card will also work for Transit and/or Parking if so enrolled.

Keep your cards! They will reload each plan year that you enroll.

Flexible Spending Plans administered by...

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