



USING YOUR FLEXIBLE SPENDING ACCOUNT



Your tomorrow, today.

Use Your Flexible Spending Account... It's Easy

Your Flexible Spending Account is easy to use. When you're on the go just use our mobile app. Pay with Benny and keep your cash. For in-depth information check out our website. Review these helpful features described below and use your plan to save on your family's healthcare and dependent daycare needs.



Check your plan's deadlines for submitting claims

A Mobile App to Keep You Up-To-Date While You're On The Go

Use your mobile device to access your account balance anywhere. See specific transaction details and submit claims and receipt images. You'll know when claims are confirmed or denied and when receipts are needed to support your claim. You can also choose to receive text messages.

Benny® Prepaid Benefits Card Helps You Keep Money in Your Pocket

Pay for merchandise and services with your Benny and keep your cash in your pocket. Use it like a debit card at the doctor's, dentist's or eye care professional's office, at testing centers and drug stores.



Email questions to askpenny@chard-snyder.com

The Chard Snyder Website Provides Plan Information

Use our comprehensive website to check balances and see the status of your claims. In addition, you can find instructive videos, current listings of eligible items, and read in-depth information and up-to-date news regarding your plan type.

If You or Your Spouse Have a Health Savings Account...Read This

If either you or your spouse are currently depositing money in a Health Savings Account (HSA), you may not be enrolled in a full healthcare flexible spending account. You may enroll in a limited healthcare account if one is available. A limited healthcare account will allow you to claim dental and eyecare expenses. You may also enroll in or continue to use a dependent daycare account.

Search Thousands of FSA-Eligible Products Online

 **FSA Store**
The Flexible Spending Account Site

\$10 OFF

Code: **CSC** at checkout



[www.chard-snyder.com/
product-partners/
fsastore.html](http://www.chard-snyder.com/product-partners/fsastore.html)
One coupon per customer

Using Benny

Using your Benny® Prepaid Benefits Card at a Store

Pay for eligible expenses with your Benny® prepaid benefits card. In most cases no further follow-up will be required. If you have a Limited Flexible Spending Account, your card may only be used for vision and dental expenses. To pay using Benny:

1. **Give** the cashier your Benny prepaid benefits card.
2. **If you have** enough money in your account and you have eligible items, the amount of those purchases will be deducted automatically from your account.
3. **Save** your receipts to verify that your expenses comply with IRS guidelines. Most eligible expenses are approved automatically but you may be asked for copies to verify some of your purchases. Your receipt must show the merchant or provider name, service received or item purchased, date and amount of the expense.

You May Add a PIN to Your Benny® Prepaid Benefits Card

You may choose to use your card by swiping it and providing a signature or through the use of a four-digit Personal Identification Number (PIN) at the point of sale.

The use of a PIN is not required to access your funds through the card. Even if you choose to add a PIN and forget it, you may choose *Credit* on the keypad and sign for the charge.

To use your optional PIN number, choose Debit on the keypad and enter your PIN when requested.

Call 1.866.898.9795 to set up a PIN for your Benny prepaid benefits card

Chard Snyder cannot change or provide a lost PIN number. You must call the phone number provided above for those services.

Special Rules for Dependent Daycare

- Use your dependent daycare account for dependent children under the age of 13 or dependents of any age who are unable to care for themselves.
- The maximum a household may set aside is \$5,000. Married couples filing singly may each set aside up to \$2,500.
- Divorced couples should check our website for special rules.
- You may only be reimbursed for the amount you have available in your account at the time of your claim.
- Services must be provided while you and your spouse are at work, looking for work or attending classes as a full-time student
- Services must be provided during the current plan year.



Using your Benny® Prepaid Benefits Card at the Doctor's, Dentist's or Optical Office

- The charges provided at the time of service may not reflect any discounts negotiated by your insurance company. Use your card to pay for these services after you receive an Explanation of Benefits (EOB) from your insurance company
- Compare the EOB with your provider's invoice to confirm that you are paying the correct amount. Write your Benny number in the space provided for a card payment on the invoice and send it back to your provider or pay your provider online
- If your provider requires payment at the time of service, pay a minimum amount and the balance after you receive your EOB
- Make sure you send in copies of your receipts or EOBs if you receive a letter from Chard Snyder requesting them. If requested receipts are not sent in, your Benny could be suspended

Remember

A valid receipt must include both the actual date and type of service you received, the provider's name and the amount you must pay



800.982.7715 www.chard-snyder.com



Submitting a Claim

Submitting a Claim Using the Mobile App

Submit your healthcare or dependent daycare claim using your phone or tablet and save time.

- **Log in** as usual (see instructions).
- **Choose Flexible Spending Account.**
- **Click New Claim.**
- **Click Upload Receipt.** (Device camera will take a picture of your receipt. Make sure the picture is clear and writing is legible).
- **Click** the *Add Claim* button.

Submitting an Online Claim for Healthcare or Dependent Daycare

Save postage and time by filing your claim online.

- **Scan** your receipt and save it in one of the following formats: JPEG (.jpg), GIF (.gif), or PDF (.pdf). Each file may not be larger than 2MB.
- **Log in** as usual (see instructions).
- **Choose File a Claim.**
- **Enter** your claim information.
- **Click Upload Receipt** to attach your receipt to your claim. Be sure to upload the correct receipt file, as attaching the wrong file will delay your payment.
- **Click Add Claim.**
- **Read Terms & Conditions** then click that you have done so.
- **Click Submit Claim(s)** or continue adding claims.

Submitting a Paper Claim Form for Healthcare or Dependent Daycare

If you are submitting a paper claim for services you have received or purchases you have made, follow the steps below.

- **Complete** an FSA claim form, available at www.chard-snyder.com.
- **Make** a copy of your completed claim form and send it with a copy of your receipt or Explanation of Benefits.

FAX: 513.459.9947 or 888.245.8452

EMAIL: askpenny@chard-snyder.com (maximum email size including attachments is 7MB)

MAIL: Chard Snyder, 3510 Irwin Simpson Road,
Mason, OH 45040

Your receipts must be dated within the time allowed by your plan

Your Email Address... It's Important

Provide your email address to receive a confirmation when we enter your claim and again when your payment is sent. Depending on your plan you will receive your payment either by direct deposit into your personal bank account or by check through the US mail.

If you change your email address you may update it from your computer or mobile device:

- Log in to your account.
- Click on *Profile*.
- Click *Update Profile* and enter your new email.

Your Email Address is Confidential at Chard Snyder

Your personal information is protected by HIPAA regulations. We do not lend or sell your personal information (including your email address) to any other party.

Email questions to
askpenny@chard-snyder.com



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Benny Facts

You Will Receive Two Cards

You will receive two Benny® prepaid benefits cards with your name on the front. *Whoever signs the back is the user of the card.* See the expiration date on the front of the card and don't throw them away too soon. Keep your card in a safe place and it will automatically be reloaded the next year you re-enroll.

Activating Your Card

Call the toll-free number on the activation sticker on the front of your card or visit our website. You can use both cards once the first card is activated – you do not need to activate both.

Don't Forget to Keep Your Receipts In a Safe Place

Save your receipts...you may be asked to provide proof that you purchased an eligible item or received an eligible service. All receipts/bills must include a date of service during the plan year, a description of the service, the provider's name and the cost in order to be eligible for reimbursement. If you lose your receipt, the service provider can usually provide an account history or replacement receipt.

If Your Card is Lost or Stolen

Call Chard Snyder directly at 513.459.9997 or 800.982.7715 or log into your account to report a card lost or stolen as soon as you realize it is missing. We will cancel your current cards and issue replacement cards.

How to Log In to Your Account

Desktop Log In

1. **Go** to **www.chard-snyder.com**.
2. **Click** the bright blue *Login* button in the upper right corner of the page.
3. **Go** to *Employees* in the blue upper left area. **Click** *Access Your FSA, HRA, HSA Advantage, TRP Account(s)*.
4. **Enter** your social security number (no dashes) or Username if already created (use Employee ID if directed to do so).
5. **Enter** your Password. If this is the first time you have logged in, your password is the last four digits of your social security number unless your employer has provided you with a different password.

Mobile App Log In

1. **Download** the Chard Snyder app from your app store.
2. **Click** the icon for the app.
3. **Enter** the Username and Password from your online account.
4. **Create** a four-digit passcode to use each time you log in through your mobile device.



If Your Benny Doesn't Work...

There are several reasons why a card may be declined at the cash register. The most common are:

- Your plan year has not started.
- The card has not been activated.
- The merchant is encountering problems (for example, coding or swipe box issues).
- The merchant is not approved to accept the card.
- The card has been suspended because Chard Snyder has not received receipts as requested.

Call Chard Snyder Customer Service at 513.459.9997 or 800.982.7715

Email questions to askpenny@chard-snyder.com

KEEP Your Benny - It is Good For More Than One Year

Save on all These Healthcare Expenses

Wondering if it's an eligible expense? Log in to your account and click on *Tools and Support* to find the EBIA Health Care Expenses Table to see a complete list of eligible expenses. Below is a short version of the official list.

Acupuncture	Guide dog	Physical therapy
Alcoholism / drug addiction treatment	Hearing aid/batteries	Prescriptions
Artificial limbs	Hospital services	Private hospital room
Artificial teeth	Insulin	Psychiatric care (prescribed)
Braille books / magazines	Laboratory fees	Sales tax (on eligible expenses)
Childbirth classes	LASIK surgery	Smoking cessation (prescribed)
Chiropractor	Learning disability	Speech training
Co-insurance / co-pays	Medical monitoring devices	Transplants
Contact lenses / solution	Medical services	Vaccines
Crutches	Operations/surgery	Weight-loss programs (prescribed)
Deductibles	Optometrist	Wheelchair
Dental treatment	Orthodontia	X-ray fees
Eye exams / eyeglasses	Osteopath	And more
Fitness classes (prescribed)	Physical exams (non-employment)	
Fluoridation treatments		

Plus, Over-the-Counter Items...

You may use your Benny® prepaid benefits card to purchase eligible over-the-counter items that are not considered a drug or a medicine such as bandages, wound care, contact lens solution, etc.

Benny will not work for over-the-counter drugs and medicines such as ibuprofen, acetaminophen or cough syrup. These items are eligible with a prescription from your doctor. You should send a copy of the prescription to Chard Snyder. We will file the prescription for one year of refills and then you will need a new one. For reimbursement, submit a claim along with a copy of your receipt.

Save on Dependent Daycare, Too...

Choose the care that best suits your situation:

In-home babysitter	Outside babysitter	Latchkey program
After school activities	Nursery school	Summer day camp
Daycare center	Elder custodial care	Elder daycare

Services must be provided during the current plan year while you and your spouse are at work, looking for work or attending classes as a full-time student.

Changing Your Election

Federal regulations do not allow you to change the amount of money you decide to have deducted for your FSA except in the case of life events such as:

- You marry or divorce
- You adopt a child or have a baby
- There is a death in your immediate family or your adoption proceedings are not completed
- One of your dependents becomes over-age
- Your spouse gains or loses eligibility for a plan through their employer
- Your dependent daycare costs change

You must notify your employer within 30 days of any of the changes listed above. Human Resources will help you complete any required paperwork.

What Happens When You Leave Your Job or Become Ineligible for the Benefit?

If you leave your current place of employment or become ineligible for the plan, you may still have a certain period of time to submit claims for services or items purchased before you became ineligible. Call Chard Snyder or ask your human resources department for the period of time allowed for these claims under your plan's rules. Any money remaining in your account at the end of your run-out period is lost.

If you choose to elect COBRA for your healthcare Flexible Spending Account, you will be required to continue to put the same amount of money in the account every month after tax as you put in before tax before you left your position. Using COBRA to continue a healthcare FSA can be a way to use the balance in your account for eligible expenses you incur following your termination.



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