



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR08-18

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: IRS Lowers Family HAS Contribution Limit
DATE: March 12, 2018

The Internal Revenue Service announced last week that the 2018 contribution limit for health savings accounts (HSAs) linked to family coverage will be \$6,850—not \$6,900, as the IRS had previously announced. Some employees who calculated their pretax payroll contributions at the beginning of the year will need to make slight adjustments to their contribution amounts.

Attached is a Management Advisory from the Division of State Group Insurance with more detailed information.

Thank you.

MANAGEMENT ADVISORY 18-003

DATE: March 9, 2018

TO: Agency and University Personnel Officers and Benefit Coordinators

FROM: Debbie Shoup, Manager, Member Services

SUBJECT: Reduction in Health Savings Account Maximum Annual Family Contribution
Flexible Spending Account Claims-Filing Deadline

Thank you for all you do to help the Division of State Group Insurance communicate with state employees about benefit options. Please see the important information below and share with your employees.

Health Savings Account (HSA) Maximum Annual Family Contribution

The IRS released revised cost-of-living adjustments that impact the amount of the annual family HSA contribution. The annual contribution amount has been reduced from \$6,900 (as previously announced in May 2017) to a new limit of \$6,850. Chard Snyder will communicate this change to all HSA participants.

Flexible Spending Accounts (FSA)

Grace Period

The grace period for the health care, limited purpose, and dependent care FSAs ends Thursday, March 15, 2018.

This is the last day you can receive services or purchase eligible products and have the claim apply to your 2017 reimbursement account. Claims dated after March 15 will be applied to your 2018 account, if applicable.

Claims Filing Deadline

The filing deadline is Monday, April 16, 2018, for all claims incurred in 2017 or during the grace period.

All claims must be postmarked by this date to be considered for reimbursement. This includes required documentation for any outstanding Benny™ debit card transactions.

You can submit your claims and documentation one of three ways:

Submit a Claim Using the Chard Snyder Mobile App

Submit your healthcare or dependent care claim using your phone or tablet to save time.

- **Log in** as usual.
- **Choose** File A Claim.
- **Enter** requested details regarding the claim.
- **Click** Upload Receipt. (Device camera will take a picture of your receipt. Make sure the picture is clear and that writing is legible.)
- **Click** the Add Claim button.

Submit an Online Claim

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). Attachments must be no larger than 7 MB.
- **Go** to PeopleFirst.MyFlorida.com.
- **Click** on the FSA & HSA Information quick link.
- **Click** on File a Claim.
- **Choose** the account that you would like to use and who you would like to pay (this can be a provider or reimbursement to yourself). **Click** Next to continue.
- **Click** Upload Valid Documentation to attach your receipt(s) to your claim. Be sure to upload the correct receipt file, as attaching the wrong file will delay your payment. **Click** Next to continue.
- **Enter** requested details regarding the claim, then **click** Next to continue.
- **Review** details of the claim.
- **Read** the Terms & Conditions and then **click** that you have done so.
- **Click** Save for Later, Add Another, or Submit. After you submit your claim(s), a confirmation screen will show a list of the claims that you just submitted.

Submit a Paper Claim Form

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 PeopleFirst.MyFlorida.com, and then **click** on the FSA & HSA Information quick link to go to the portal.
- **Make** a copy of your completed claim form and send it with a copy of your receipt or EOB.
Fax: 888-245-8452
Mail: Chard Snyder
3510 Irwin Simpson Road
Mason, OH 45040

Use it or Lose it!

Flexible spending accounts are a great way to fund medical and dependent care expenses with pretax dollars, but if you don't use services and submit your claims by the deadlines, you lose the benefit of these accounts—and the money (see [Section 125 of the IRS Tax Code](#)).