

ARCHDIOCESE OF ST. LOUIS

FLEXIBLE SPENDING ACCOUNTS



A Flexible Spending Account (FSA) allows you to save 25%-28% on qualified medical, dental, vision, and dependent care expenses on a pre-tax basis. This untaxed money is used to reimburse you for expenses that you would normally pay with after tax income.

PLAN YEAR:

- July 1, 2023 through June 30, 2024

ELIGIBLE PARTICIPANTS:

- Parish/School/Agency employees who work 1,000 or more hours per year.
- Teachers with a half time contract or more.

ELIGIBLE EXPENSES:

- Eligible Health Care Expenses not covered by a group health insurance plan.
- Dependent Care Expenses so you and your spouse can work.

COST:

- There is no cost to you!

ENROLLMENT PROCEDURES:

- Complete your online Employee Self Service benefits enrollment between May 1st and May 16th.

GRACE PERIOD

- **Health Care Account:** \$3,050 maximum per plan year

You have until September 15, 2024, to incur Health Care claims for the 7/1/2023 to 06/30/2024 plan year. All Health Care claims will need to be submitted to TRISTAR by December 15, 2024. Plan carefully as any unused Health Care contributions are forfeited at the end of the plan year.

- **Dependent Care Account:** \$5,000 maximum per calendar year
 - If Married filing jointly, Head of Household, or Single\$2,500 maximum per calendar year
 - If Married filing separately

You have until September 15, 2024, to incur Dependent Care claims for the 7/1/2023 to 06/30/2024 plan year. All Dependent Care claims will need to be submitted to TRISTAR by December 15, 2024. Plan carefully as any unused Dependent Care contributions at the end of the plan year are forfeited.

REIMBURSEMENT PROCEDURES:

- Submit a claim on the mobile App – Mobile Summit or
- Submit a claim on TRISTAR's website, tristar.summitfor.me or
- Complete a FSA Reimbursement Claim Form.
- Contact TRISTAR for your Username and Password

INFORMATION & INQUIRIES:

- Contact Office of Human Resources at 314-792-7546 or benefits@archstl.org for Employee Self-Service online enrollment questions.
- Contact TRISTAR Benefit Administrators at 800-456-4584 Option 4 with any benefit or claim questions.

