Due to the Consolidated Appropriations Act, passed by Congress to provide financial relief to Americans during the COVID-19 pandemic, you may make several amendments to the administration of your spending account(s) if you so choose. To elect changes to your plan, please fill out our [COVID Plan Changes form](https://learn.hellofurther.com/%40api/deki/files/1161/COVID_Plan_Changes_Form.pdf).

To assist you in communicating plan changes to your members, we are providing sample language you can use. Please modify any areas formatted with red text in brackets [like this] with the information pertaining to your unique plan and remove any table rows for changes you did not elect.

Please note that the first two rows in each table are mutually exclusive as you either elected a grace period up to 12 months or allowed funds to rollover (or neither). You must delete one row (or both, if electing neither option).

**Spending Account Changes**

Due to the recent COVID relief bill, we were able to make changes to the administration of your flexible spending account(s). These changes make it easier for you to use the spending account funds you have elected.

Here are the changes that affect these plans.

**For Medical FSAs:**

|  |  |
| --- | --- |
| **For the 2020 plan year** | **For the 2021 plan year** |
| All unused FSA funds may be rolled over into the 2021 plan year. | All unused FSA funds may be rolled over into the 2022 plan year. |
| All unused FSA funds may be spent on expenses incurred until [date of grace period extension] | All unused FSA funds may be spent on expenses incurred until [date of grace period extension] |
| If employment was terminated for an FSA participant in 2020, any unused FSA funds may be spent on expenses incurred through the end of the 2020 plan year, regardless of whether those expenses occurred after employment was terminated. | If employment was terminated for an FSA participant in 2021, any unused FSA funds may be spent on expenses incurred through the end of the 2021 plan year, regardless of whether those expenses occurred after employment was terminated. |

**For Dependent Care FSAs:**

|  |  |
| --- | --- |
| **For the 2020 plan year** | **For the 2021 plan year** |
| All unused Dependent Care FSA funds may be rolled over into the 2021 plan year. | All unused Dependent Care FSA funds may be rolled over into the 2022 plan year. |
| All unused Dependent Care FSA funds may be spent on expenses incurred until [date of grace period extension] | All unused Dependent Care FSA funds may be spent on expenses incurred until [date of grace period extension] |
| The maximum age for eligible dependents has increased from 13 to 14; care expenses may be reimbursed for children up to their 14th birthday. | The maximum age for eligible dependents has increased from 13 to 14; care expenses may be reimbursed for children up to their 14th birthday. |

**Submitting a Claim**

To file a claim, sign in to our member portal at [hellofurther.com](http://www.hellofurther.com) and follow these steps.

Once you have logged in:

1. Choose ‘Get Reimbursed’ from the ‘I Want To…’ menu.
2. Choose the account to use for this reimbursement request.
3. Enter the reimbursement amount.
4. Enter the appropriate information about this expense.
5. Click ‘Submit’.

[This video](https://vimeo.com/296058863) will guide you through requesting reimbursement online.

**We’re Here for You**

If you have any questions, reach out to our Member Services line at 1-800-859-2144. We’re available Monday through Friday, 7 a.m. to 8 p.m. CDT or via email at CustomerSolutions@HelloFurther.com.