MCA FSA SEPARATION TEMPLATE

Headline: **REMINDER: Submit Your FSA Claims by the Deadline(s) Below**

As a participant in a MyChoice® Accounts Flexible Spending Account (FSA), we wanted to remind you that due to your separation from Company prior to the end of the benefits plan year, you will need to submit any applicable claims for reimbursement by the deadline(s) listed below. If you do not submit your claims by the indicated deadline, you will lose your opportunity to be reimbursed for any eligible out-of-pocket expenses.

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| --- | --- | --- |
| Type of FSA | Last Day to Incur Eligible Expenses | Last Day to Submit Claim(s) for Reimbursement |
| Health Care/Limited Purpose | Last day of employment\* | March 31st following the end of the plan year enrolled in |
| Dependent Care | March 31st following the end of the plan year enrolled in; however, note that the available balance for reimbursement(s) will be frozen at the amount that was in your account on last day of employment |

*\* Any funds remaining in your Health Care or Limited Purpose FSA on the date of separation will be forfeited, aside from any claims for reimbursement filed by the deadline.*

As a reminder, you can visit the [MyChoice Accounts website](https://www.businessolver.com/mychoice-accounts/) to learn more about what expenses are considered “eligible” for your account. The site also includes instructions on how to submit claims for reimbursement.

**How to access your account post termination?**

You can continue to access the benefits portal for up to **365** days post termination. This means you will have access to your balance and the ability to submit claims, assuming those claims were incurred within the deadlines outlines above. Log in using your current credentials to **Benefitsolver Platform Name/URL**. If you do not remember your credentials, select the Trouble Logging In option and use company key: **company key**.

**Need Further Assistance?**

If you have further questions on your FSA or need help submitting a claim, you can ask SofiaSM, your virtual benefits assistant, at any time via **Benefitsolver Platform Name/URL** or the MyChoice® benefits app. If she is unable to assist you, she will connect you with a live person who can.

As always, we thank you for being a MyChoice Accounts member and wish you luck in your next endeavors.

Best Wishes,

The MyChoice Accounts Team