



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #12-17HR**

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Flexible Spending Account Deadline

DATE: April 3, 2017

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Please see the attached Management Advisory from the Department of Management Services, Division of State Group Insurance. It contains important information about Flexible Spending Account Claims.

Thank you.



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Rick Scott, Governor

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### **MANAGEMENT ADVISORY 17-003**

**DATE:** April 3, 2017

**TO:** Agency and University Personnel Officers and Benefit Coordinators

**FROM:** Debbie Shoup, Manager, Member Services

**SUBJECT:** Flexible Spending Account (FSA) Claims Filing Deadline

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Please remind your employees of this important flexible spending account (FSA) claims filing deadline.

**This year, the filing deadline for medical, limited purpose medical and dependent care FSAs is Tuesday, April 18, 2017, for all claims incurred in 2016 or during the grace period of Jan. 1, 2017, through March 15, 2017.** The regular claims filing deadline is April 15. However, because April 15 falls on a Saturday and because the Washington D.C. Emancipation Day holiday will be observed on April 17 instead of April 16, 2017, the IRS has extended the filing deadline to April 18, 2017.

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). Total 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](http://PeopleFirst.MyFlorida.com), and after, **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

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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](#)).