



FLEXIBLE SPENDING ARRANGEMENT ADMINISTRATOR CHANGE

EFFECTIVE DATE

Effective June 1, 2022, the Office of Group Benefits (“OGB”) Flexible Spending Arrangement (“FSA”) and Dependent Care Spending Arrangement (“DCFSA”) will be administered by Optum Financial (“Optum”) instead of the current administrator, DataPath. Because of this change, beginning in June 2022, the administration fee is increasing to \$1.96 a month.

BLACKOUT PERIOD - IMPORTANT DATES

There will be a blackout period during which you will be **unable to submit claims for reimbursement**. This means that you will not be able to use your debit card and will not be able to access the funds in your FSA and/or DCFSA for a period of time. You need to be aware of the following, important dates:

- **May 9, 2022 at 11:59 p.m.** – this is when your Summit FSA debit card will no longer be active. This means you will no longer be able to use your Summit FSA debit card. *(Please note: Optum Financial does not provide debit cards for Dependent Care Flexible Spending Arrangements.)*
- **May 12, 2022 at 11:59 p.m.** – this is when you will no longer be able to submit claims to DataPath for reimbursement. On June 1, 2022, you will be able to submit claims to Optum for reimbursement.
- **June 1, 2022 – FSA:** this is when you may use your Optum debit card as well as submit claims to Optum for reimbursement. You can submit claims through the member portal or by faxing or mailing the Optum Financial FSA Claim Form to Optum. The Optum Financial FSA Claim Form can be found on the OGB website, info.groupbenefits.org/flexible-benefits-plan. Note that if you incur FSA eligible expenses prior to the blackout period, but neglect to submit them for reimbursement prior to the beginning of the blackout period, you can submit them to Optum for reimbursement on June 1, 2022.
- **June 1, 2022 - DCFSA:** this is when you may submit claims to Optum for reimbursement. You can accomplish this through the member portal or by either faxing or mailing the Optum Financial DCFSA Claim Form to Optum. The Optum Financial DCFSA Claim Form can be found on the OGB website, info.groupbenefits.org/flexible-benefits-plan. Note that if you incur DCFSA eligible expenses prior to the blackout period, but neglect to submit them for reimbursement prior to the beginning of the blackout period, you can submit them to Optum for reimbursement on June 1, 2022.
- During the blackout period, you **will not** be able to access the funds in your FSA and/or DCFSA. As such, OGB encourages you to prepare accordingly:
 - Make note of any FSA and/or DCFSA eligible, out-of-pocket expenses that may occur during the blackout period, as you will be required to pay these expenses without reimbursement until the blackout period ends.
 - If necessary, please reschedule any appointments or submit your FSA eligible expenses for reimbursement now.
 - If you do incur FSA and/or DCFSA eligible expenses during the blackout period, please remember to retain all receipts and supporting documentation to submit with the claim form. The blackout period will end on June 1, 2022. At that time, you will be able to submit FSA and/or DCFSA eligible expenses for reimbursement.



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WHAT'S NEXT?

Soon, you will receive a welcome email from Optum. Prior to June 1, 2022, you will receive your new FSA Optum Payment Card (debit card) with instructions for activating and using the card. On June 1, 2022, you will be able to use your new debit card and submit FSA eligible expenses for reimbursement. Again, **Optum does not provide debit cards for Dependent Care Flexible Spending Arrangements**, so you will have to submit claims for reimbursement through Optum's member portal on or after June 1, 2022.

We realize this transition may cause you inconvenience. We sincerely apologize and thank you for your cooperation and understanding during this transition. If you have questions about this transition, you may reach out to OGB Customer Service at 1(800)272-8451.