

# FSA Transition Guide

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Starting in 2020, FSA benefits for the State of New Mexico will be handled in-house with Erisa Administrative Services, Inc. rather than through CompuSys. Our goal is to make this transition as smooth as possible for you.

If you have any questions that are not addressed below, you can attend one of our seminars or webinars, or contact us by phone at (505) 244-6000 or email at [sonm@easitpa.com](mailto:sonm@easitpa.com). For a schedule of our upcoming seminars and webinars, visit [www.mybenefitsnm.com](http://www.mybenefitsnm.com).

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## Will my enrollment process change?

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No, your enrollment process for FSA will stay the same. For health and dependent care, you will still need to reenroll each year to maintain your FSA benefit and can enroll during open enrollment or if you experience a qualifying event. Your enrollments for parking and transit will continue to roll over, and your current balance will carry over to the new year.

## Where should I submit claims?

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If you have a claim incurred during 2019, or if you have leftover funds you'd like to use on expenses incurred during the grace period, submit those claims to CompuSys. "Incurred" refers to when you received services, not when you paid for those services, so submit based on the date of service.

If you have a claim incurred during 2020, submit the claim to Erisa Administrative Services.

## Will I still be able to use my debit card?

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Your old debit cards will not be used for the new plan year. You will be receiving new debit cards that you can use on expenses using your 2020 elections.

Starting in 2020, you will be able to use your new debit card for both your health and dependent care FSA. One card will access both accounts and automatically deduct funds based on the type of expense, so long as your provider has accurately coded their service or supplies.

*Note: Dependent care funds can only be paid for up to the amount you have already contributed for the year.*

## Will I still have to submit paper claims?

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If you do not use your debit card to pay for an expense, you can choose to submit a paper claim or to use your new online portal. The portal will also be available as a mobile app for both Apple and Android devices. Using the portal, you can submit your claims and attach a receipt that you can go back to and review.

## Can an expense be paid out of both my 2019 and 2020 accounts?

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If you incur an eligible expense during the grace period (January 1, 2020 to March 15, 2020) and have funds left over in your 2019 FSA but not enough to fully cover the expense, then yes, you can use both your 2019 FSA and your 2020 FSA to cover the cost of the expense.

To do this, you will need to first file the claim with CompuSys to use up the last of your 2019 FSA. Then submit documentation of how much was already reimbursed along with your claim and documentation to Erisa Admin to make up the balance using your 2020 FSA.

