



FLEX PLAN PROGRAM

2022 OPEN ENROLLMENT

October 11 – 22, 2021

24 hours / 7 days a week

Due to physical distancing guidelines related to COVID-19, TASC representatives will not be available at JFB this year.

LADWP Flex Plan Staff will be available to answer questions about general plan information.

Email: Flexplan@ladwp.com

Phone: (213) 367-3539 (FLEX)

Websites:

<https://ebenefits.ladwp.com/Home/FlexPlanInfo>

<https://healthcareladwp/Home/FlexPlanInfo>

2022 Plan Year is January 1, 2022 through December 31, 2022

OPEN ENROLLMENT

The Open Enrollment period for the 2022 Plan Year is
OCTOBER 11 – OCTOBER 22, 2021

During this period, you must enroll online at
[HTTPS://UBA.TASCONLINE.COM/LOGIN](https://uba.tasconline.com/login)
(24 hours, 7 days a week) for the Flexible Spending Account (FSA) Plan.

ALL PARTICIPANTS WILL BE REQUIRED TO *ACTIVELY ENROLL AND ELECT BENEFIT AMOUNTS* DURING THE OPEN ENROLLMENT PERIOD FOR THE UPCOMING PLAN YEAR.

If you are currently enrolled in the Flex Plan Program and want to continue for the 2022 plan year, you are still required to make your elections during the Open Enrollment period.

If you are currently enrolled in the Flex Plan Program and you do **NOT** want to continue your participation in the plan, **you DO NOT need to do anything during the Open Enrollment period because the Flex Plan is an active enrollment process.** However, in order to make sure your FSA account is canceled, you are required to deplete all funds that you have contributed to your account(s).

If on December 31, 2021 you have funds that are eligible for the carryover or rollover options offered by the Flex Plan, 90 days after the 90-day runout period, those funds will automatically be transferred to the 2022 plan year (Jan. 1, –2021 Dec. 31, 2022) and result in the bi-weekly administrative fee continuing throughout the entire plan year.



Who is Eligible?

You are eligible to participate in any of the LADWP Flex Plan accounts if you are an **ACTIVE** LADWP Civil Service employee regularly scheduled to work at least 20 hours per week. Employees who are **retired, exempt daily rate, part-time exempt, or on a limited appointment, are NOT eligible**. Your account will be canceled if you actively enroll in a Flex plan for which you are not eligible.

Flex Plan FSA increases your take-home pay by reducing your taxable income. Why not reduce these expenses by using pre-tax dollars instead of after-tax dollars? With rising healthcare costs, **every penny counts!** By using pre-tax dollars, you are taxed on a lower gross salary, thereby saving money that would otherwise be spent on Federal, State and FICA taxes, and **increasing your take home pay!**

Flex Plan Administration

LADWP's third-party administrator for the Flex Plan Program, TASC, has self-service tools available to easily manage your FSA(s) through your FlexSystem accounts and TASC Card transactions:

(24 hours, 7 days a week online enrollment during the Open Enrollment period).

- MyTASC Online: <https://uba.tasconline.com/login>
- MyTASC Mobile App: www.tasconline.com/mobile
- MyTASC Text Messaging (SMS)
- Phone: 1-800-422-4661

Administrative Fee

If you participate in the Healthcare, Dependent Care, Transit and/or Parking FSAs, the administrative fee is **\$1.60** per pay period for the plan year and is paid via payroll deduction on a bi-weekly basis ($\$1.60 \times 26$ pay periods per year = \$41.60 for the plan year). There are no enrollment or re-enrollment fees.

Note: If you participate in one or more FSAs, (Healthcare, Dependent Care, Transit or Parking), you will only pay one administrative fee per pay period.



HEALTHCARE FSA

The Healthcare FSA is for out-of-pocket eligible medical expenses throughout the Plan Year, which may include deductible and co-insurance portions of health insurance (NOT premiums), dental expenses, orthodontic expenses, eye care, and other eligible healthcare expenses. (See next page for a list of eligible medical expenses.)



DEPENDENT CARE FSA

The Dependent Care FSA allows you to use pre-tax dollars to pay for eligible expenses related to care for your child, disabled spouse, elderly parent, or other dependent who is physically or mentally incapable of self-care, so you (or your spouse) can work, look for work, or attend school full time. **Medical expenses for your dependent are not eligible for reimbursement under the Dependent Care FSA.**

For additional information, please refer to the Employee Education flyer titled “Dependent Care FSA Qualifications” located on LADWP’s eBenefits website.



COMMUTER SPENDING ACCOUNTS (TRANSIT FSA AND PARKING FSA)

The Transportation Equity Act makes it possible for employees to contribute pre-tax dollars to a Transit and/or Parking Account in order to pay for qualified work-related transportation expenses.

TRANSIT: Public Transportation (bus, train, subway)

PARKING: Park n’ Ride, Parking ramps, Parking meters

Parking expenses must take place at or near your place of employment, or at a location from which you commute to work.

For additional information, please refer to the Employee Education flyer titled “**Transit & Parking Pre-Tax Reimbursement Accounts**” located on LADWP’s eBenefits website.



Save up to 30% on eligible expenses

Enroll in a TASC Flexible Spending Account (FSA) so you can use pretax dollars to pay for common, everyday expenses and reduce your taxable income.

Below is a partial list of reimbursable expenses that may be incurred by you, your spouse, or qualified dependents.

NOTE: If you (or your spouse) enroll in an HSA Plan, you may only enroll in a Limited-Purpose Healthcare FSA (LPHSA). The eligible expenses under an LPHSA are limited to Dental and Vision expenses only.

Eligible Medical Expenses

- Acupuncture
- Artificial limbs
- Bandages & dressings
- Birth control, contraceptive devices
- Birthing classes/Lamaze – only the mother's portion (not the coach/spouse) and the class must be only for birthing instruction, not child rearing
- Blood pressure monitor
- Chiropractic therapy/exams/adjustments
- Contact lens and contact lens solutions
- Co-payments
- Crutches (purchased or rented)
- Deductibles & co-insurance
- Diabetic care & supplies
- **Feminine care products** (tampons, pads, etc)
- Eye exams
- Eyeglasses, contacts, or safety glasses (prescription)
- First aid kits & supplies
- Hearing aids & hearing aid batteries
- Heating pad
- Incontinence supplies
- Infertility treatments
- Insulin
- Lactation expenses (breast pumps, etc.)
- Laser eye surgery; LASIK
- Legal sterilization
- Medical supplies to treat an injury or illness
- Mileage to and from doctor appointments
- Optometrist's or ophthalmologist's fees
- Orthopedic inserts
- **Personal Protection Equipment (PPE)** (facial masks, hand sanitizer, sanitizing wipes)*

- Physical exams
- Physical therapy (as medical treatment)
- Physician's fee and hospital services
- Pregnancy tests
- Prescription drugs and medications
- Psychotherapy, psychiatric and psychological service
- Sales tax on eligible expenses
- Sleep apnea services/products (as prescribed)
- Smoking cessation programs & deterrents (gum, patch)
- Treatment for alcoholism or drug dependency
- Vaccinations & Flu Shots
- X-ray fees

Eligible OTC Medicines and Drugs

Over-the-counter (OTC) medicines and drugs are reimbursable via FSA, HRA, and HSA without a prescription or physician's note if purchased on or after 01/01/2020.

Eligible OTC products include items that are primarily for a medical purpose, and are compliant with federal tax rules under IRS Code Section 213(d).

- Allergy, cough, cold, flu & sinus medications
- Anti-diarrheals, anti-gas medications & digestive aids
- Canker/cold sore relievers & lip care
- Family planning items (contraceptives, pregnancy tests, etc.)
- Foot care (corn/wart medication, antifungal treatments, etc.)
- Hemorrhoid creams & treatments
- Itch relief (calamine lotion, Cortizone cream, etc.)
- Oral care (denture cream, pain reliever, teething gel, etc.)
- Pain relievers - internal/external (Tylenol, Advil, Bengay, etc.)
- Skin care (sunscreen w/SPF15+, acne medication, etc.)
- Sleep aids & stimulants (nasal strips, etc.)
- Stomach & nausea remedies (antacids, Dramamine, etc)
- Wound Treatments/Washes (Hydrogen Peroxide, Iodine)

*PPE expenses must be used for the purpose of preventing the spread of coronavirus; eligible purchases made on or after 1/1/20 are available for reimbursement.

FSA Eligible Expenses



Use your TASC Card® to pay for eligible expenses at the point of purchase instead of paying out-of-pocket and requesting a reimbursement.



Eligible Dental Expenses

- Braces and orthodontic services
- Cleanings
- Crowns
- Deductibles, co-insurance
- Dental implants
- Dentures, adhesives
- Fillings

Eligible Dependent Care Expenses

- Fees for licensed day care or adult care facilities
- Before and after school care programs for dependents under age 13
- Amounts paid for services (including babysitters or nursery school) provided in or outside of your home
- Nanny expenses attributed to dependent care
- Nursery school (preschool) fees
- Summer Day Camp – primary purpose must be custodial care and not educational in nature
- Late pick-up fees
- Does not cover medical costs; use Healthcare FSA for medical expenses incurred by you or your dependents

For more information regarding eligible expenses, please review IRS Publication 502/503 at irs.gov or ask your employer for a copy of your Summary Plan Description (SPD).

Eligible Disability Expenses

- Automobile equipment and installation costs for a disabled person in excess of the cost of an ordinary automobile; device for lifting a mobility impaired person into an automobile
- Braille books/magazines in excess of cost of regular editions
- Note-taker for a hearing impaired child in school
- Seeing eye dog (buying, training, and maintaining)
- Special devices, such as a tape recorder or typewriter for a visually impaired person
- Visual alert system in the home or other items such as a special phone required for a hearing impaired person
- Wheelchair or autoette (cost of operating/maintaining)

Requiring Additional Documentation

The following expenses are eligible only when incurred to treat a diagnosed medical condition. Such expenses require a **Letter of Medical Necessity** from your physician, containing the medical necessity of the expense, diagnosed condition, onset of condition, and physician's signature.

- Ear plugs
- Massage treatments
- Nursing services for care of a special medical ailment
- Orthopedic shoes (excess cost of ordinary shoes)
- Oxygen equipment and oxygen
- Support hose (non-compression)
- Varicose vein treatment
- Veneers
- Vitamins & dietary supplements
- Wigs (for mental health condition of individual who loses hair because of a disease)



TRANSIT FSA

The **Transit FSA** provides employees a way to lower the cost of getting to work by reducing mass commuting expenses. However, LADWP employees, who are eligible to receive the \$100 pre-tax monthly LADWP transit subsidy from the CARS Office can only have a maximum annual election of **\$2,040** (= IRS \$3,240 max - \$1200 annual LADWP Transit subsidy). Therefore, employees may only contribute up to **\$78.46** pre-tax dollars per pay period.

PARKING FSA

The **Parking FSA** allows employees to set aside pre-tax dollars to pay for your **non-LADWP subsidized** parking expenses. For instance, if you pay for parking at a location from where you start your commute to work, this expense can be paid for with your parking account funds. However, LADWP employees, who are eligible to receive the \$25 pre-tax monthly LADWP transit subsidy from the CARS Office can only have a maximum annual election of **\$2,940** (= IRS \$3,240 max - \$300 annual LADWP Parking subsidy). Therefore, employees may only contribute up to **\$113.07** pre-tax dollars per pay period.

NOTE: The parking fee at LADWP facilities is already a pre-tax deduction and is not eligible for the Flex Plan Program.

HOW MUCH SHOULD YOU CONTRIBUTE?



Estimate out-of-pocket expenses for the Plan Year for you and your qualified dependents.

- Healthcare expenses for employee, spouse, and/or dependents
- Dependent care expenses for qualified dependents
- Transit/Parking expenses for employee only

Enrolling in an FSA is a savvy way to save money. Determine a contribution level that makes sense to you for the various benefits offered by LADWP. **Please confirm that you are selecting the correct account type, as DWP is not permitted to refund contributions to Flex accounts, per IRS regulations.**

CARRYOVER (2020 & 2021 PY ONLY)

The Consolidated Appropriations Act of 2021 contains provisions which allowed LADWP to make changes to plan rules in an effort to minimize the financial hardship experienced by existing Flex Plan participants. For the plan years ending in 2020 and 2021, an unlimited amount of unreimbursed funds for the Healthcare and Dependent Care FSAs may be carried over to the new 2022 plan year (January 1, 2022 to December 31, 2022).

If an account has funds remaining from the previous plan year that will be carried over into the new plan year, the per pay period administrative fee will apply throughout the plan year.

For example, a participant has \$400 remaining in a Health Care FSA as of December 31, 2020 that they have not spent. 90 days **after** the 90-day runout period to submit for reimbursement, or when the 2021 Plan Year is finalized by TASC, whichever comes first, the funds will automatically carry over to the new plan year regardless of whether or not the participant has made an election for the new plan year. This means that the participant will have an “active” account with TASC, the remaining \$400 will be loaded into the account and the participant will be required to pay the administrative fee, per pay period, for the entire plan year.

USE-IT-OR-LOSE-IT RULE (2020-21 PY)

RULE	EXPLANATION
<p>Healthcare FSA Unlimited Carryover into 2022 for 2021 PY participants</p>	<p>Carry over Healthcare FSA funds will only be automatically applied to your account 90 days AFTER the 90-day runout period ends, or when the 2021 Plan Year is finalized by TASC, whichever comes first. The 2022 maximum election for the Healthcare FSA is \$2,750.</p>
<p>Dependent Care FSA Unlimited Carryover into 2022 for 2021 PY participants</p>	<p>Any unused balance left in a Dependent Care FSA will be carried over per updated IRS rule. The maximum election amount is \$5,000 per household for the 2022 plan year.</p>
<p>Commuter FSA Roll over Transit and Parking account balances into the 2022 plan year.</p>	<p>Any unused Transit and Parking account balances will only be automatically applied to your 2021 account 90 days AFTER the 90-day runout period ends, or when the 2021 Plan Year is finalized by TASC, whichever comes first. The 2022 Transit maximum is \$2,040 and the Parking maximum is \$2,940.</p>

PAYROLL DEDUCTIONS

For the Healthcare, Dependent Care, Transit and/or Parking Flexible Spending Accounts, the total amount of money you choose to set aside will be deducted in equal installments from your bi-weekly paycheck (before your taxes are withheld) each pay period during the plan year (**January 1, 2022 to December 31, 2022**). Participants will also be required to pay the administrative fee of \$1.60 per pay period.

NOTE: New employees who enroll during the plan year will have payroll deductions taken in equal installments from their bi-weekly paycheck for the remaining pay periods of the plan year, as well as the administrative fee.

It is important for you to review your paychecks regularly to ensure that your contributions to the Flex Plan reflect an accurate payroll deduction. Please notify the Flex Plan Administrator immediately at FlexPlan@ladwp.com about any discrepancies.

For additional detailed information regarding LADWP's Flex Plan Program, please go to LADWP's intranet: **MyDWP/ Human Resources/HRServices/Flex Plan** for a copy of the **Summary Plan Description**.



HEALTH PLAN PREMIUMS

If you are enrolled in either an LADWP or union-sponsored health plan and your premium exceeds your LADWP subsidy, your out-of-pocket contribution toward your premium is automatically deducted from your paycheck on a pre-tax basis. **You do not need to enroll in the Flex Plan to receive this pre-tax benefit.** Because the out-of-pocket contribution is already automatically deducted on a pre-tax basis from employees' paychecks, health plan premiums are not eligible expenses for the Flex Plan's Healthcare FSA.

The following FSAs and annual election maximums are available Flex Plan Year 2022:

- **HealthCare FSA - \$2,750 maximum**
- **Dependent Care FSA - \$5,000 maximum**
- **Transit - maximum \$2,040. (= IRS \$3,240. max - \$1200 annual LADWP Transit subsidy)***
- **Parking - maximum \$2,940. (= IRS \$3,240. max - \$300 annual LADWP Parking subsidy) ***

For a partial list of permissible expenses reimbursable through the Healthcare FSA or Dependent Care FSA, please refer to the Employee Education flyer titled **"Expenses that qualify for reimbursement from FlexSystem (Healthcare FSA / Dependent Care FSA)"** located on LADWP's intranet: **MyDWP/ Human Resources/HRServices/Flex Plan**.

HOW TO USE THE TASC CARD

Use your TASC Card to pay for eligible expenses or easily submit requests for reimbursement online or via mail or fax to receive your reimbursements. The card automatically approves and deducts most eligible purchases from your benefit account with no paperwork required. For purchases made without the card, you can request reimbursement online, by mobile app, or using a paper form.



Reimbursements happen fast—within 12 hours—when you request to have them added to the MyCash balance on your TASC Card. You can use the MyCash balance on your card to get cash at ATMs or to buy anything you want anywhere Mastercard is accepted!

WHAT EXPENSES CAN BE REIMBURSED?

A Healthcare FSA can help pay for medical, dental and vision expenses. Some examples of eligible expenses are:

MEDICAL

- Chiropractic care
- Co-payments & deductibles
- Feminine care products
- First aid kits & supplies
- Lactation expenses
- Medical mileage
- Prescription drugs
- Vaccinations & flu shots

OTC MEDICINES & DRUGS

- Allergy medications
- Cold & sinus medications
- Itch relief
- Pain relievers
- Sleep aids & stimulants
- Stomach & nausea remedies
- Sunscreen (SPF 15+)
- Wound treatments

DENTAL

- Braces & orthodontia
- Cleanings & fillings
- Co-insurance & deductibles
- VISION
- Contact lens solution
- Eye exams
- Laser eye surgery (LASIK)
- Prescription eyeglasses & contacts

Examples of ineligible expenses include cosmetic surgery, marriage counseling, teeth whitening products, vitamins and supplements, and weight loss programs.

This is only a partial list. For more information, see your Participant Reference Guide. For the complete list of eligible and ineligible expenses, visit IRS.gov and see IRS Publications 502 and 503.

DURING OPEN ENROLLMENT OCTOBER 11 – OCTOBER 22, 2021 *ONLINE ENROLLMENT ONLY*

Online enrollment into FlexSystem FSA is available 24 hours a day from the convenience of your home. Once you are enrolled, you may access your FlexSystem FSA online at any time.

A valid email address is required to authenticate your account. If you do not have an email address, you may set one up for free with an email hosting service such as Gmail, Hotmail, or Yahoo. Follow the system prompts to enroll.

NOTE: The online enrollment portal is only accessible during the open enrollment period. If you miss enrolling at this time, you will have to wait until the next plan year's open enrollment period to enroll.



INSTRUCTIONS:

1. Choose which FSA(s) you wish to participate in for the 2022 Plan Year.
2. Determine your total annual elections to be contributed pre-tax into each type of FSA.
3. The (LADWP) Employer ID Number is: **4407-2699-0350**
4. Login to: <https://uba.tasconline.com/login> to establish your personal username and password.

For enrollment assistance, contact Customer Care via TASC's online portal MyService Request (from MyTASC, click Contact Us) or call toll-free 800-422-4661, or go to www.tasconline.com/uba_upgrade for more participant information.

TOOLS AND RESOURCES

At TASC, we provide you with multiple tools and resources to take the guesswork and worry out of your benefit accounts.

PARTICIPANT REFERENCE GUIDE

This comprehensive guide covers all aspects of each type of account—from signing in to requests for reimbursement to replacing lost TASC Cards—and even how to make changes in your TASC online account.

TASC CARD

Your TASC Card pays for your eligible expenses without needing a request for reimbursement! You'll receive your TASC Card at your home mailing address in a plain, unmarked envelope.



WHY USE THE CARD?

- Easy payment of eligible expenses – just swipe and it's done.
- No out-of-pocket expenses for you.
- No need to request a reimbursement – no paperwork!
- Available for all benefit accounts.
- Automatic verification for most eligible expenses.

Additional information can be found in your Participant Reference Guide.

TASC ONLINE ACCOUNT

Access your account information online at any time: uba.tasconline.com
In your account, you can do the following:

- View your account balance and details.
- View your request history.
- Submit a request for reimbursement (then upload, fax, or mail documentation to us).
- Manage notification and verification requests.
- Manage your TASC Card and order additional cards for your dependent(s).
- Access helpful online tools including tax savings calculator, healthcare expense tables and forms, and more.



TASC MOBILE APP

The TASC mobile app lets you access your account wherever and whenever you want. You can:

- View balances and request history.
- Request reimbursement and upload pictures of your receipts taken with your mobile device camera.
- Request new TASC Cards, or temporarily lock a misplaced one.

