

A photograph of a family: a man with glasses kissing a baby on the cheek, and a woman smiling at the baby. The baby is wearing a yellow and white plaid shirt. The man is wearing a white long-sleeved shirt. The woman is wearing a grey sweater. The background is a bright, indoor setting with a window.

Dependent Daycare Flexible Spending Account

Understanding the
Dependent Daycare FSA

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What is a Dependent Daycare Flexible Spending Account?



A Dependent Daycare Flexible Spending Account (DCFSA) is a convenient way to set aside money to pay for eligible dependent care services that are needed so you (and your spouse, if married) can work full time. In general, a DCFSA may be used for daycare for your children under the age of 13 or a disabled dependent of any age who lives with you and requires care while you are at work.

The benefit of an FSA is that you don't pay taxes on the amount you contribute, which can save you money. In order to take advantage of this pre-tax benefit, FSA's must follow certain IRS rules and procedures:

- You may only contribute up to \$5,000 per year (\$2,500 if married and filing separate tax returns).
- Claims may only be filed for eligible expenses, as determined by the IRS (see below).
- You may only claim up to the amount that has been deducted from your paycheck year to date.
- The expense must be incurred while you are actively enrolled.
- If you do not use all the money you contributed during the plan year, the unused amounts will be forfeited back to the plan. This is a "Use it or Lose it" benefit.


What expenses are eligible?

You may use your DCFSA money to pay someone to care for your child who is under 13, or for your spouse or dependent who isn't able to care for themselves. A general list of program rules is described in IRS Publication 503, "Child and Dependent Care Expenses." You may also view the Dependent Care Eligible Expenses document in the Flexible Spending Accounts section of our website: voya.com. Please view the chart below for some, but not all, examples of eligible and ineligible expenses. If you are not sure whether an expense is reimbursable, please give us a call at 833-262-0007.


 Eligible expenses	 Ineligible expenses
Daycare or after school care for children under the age of 13	Overnight camp
Daycare for IRS-recognized disabled dependents of any age	School tuition/field trips
Summer day camp	Care for non-disabled children age 13 or older
Nanny or au pair expenses incurred so you can work	Classes that are educational in nature, such as a dance class, piano lessons, or after school sports
Tuition for pre-k or nursery school	Tuition for kindergarten or above

Who can participate?

You may participate in a Dependent Daycare FSA if:



- You are a single parent with primary responsibility for child care



- You are married and you and your spouse both work full-time or are actively seeking full-time employment
- You work and your spouse is a full-time student during at least five months of the year
- You work and your spouse is physically or mentally unable to care for themselves

Tax advantage programs: Dependent Daycare FSA vs Dependent Care Tax Credit

The Federal government offers two tax breaks to working people who pay a day care provider while they work - the Dependent Daycare Care Flexible Spending Account (DCFSA) and the Dependent Care Tax Credit (DCTC). You may wish to consider which may be more advantageous for you. Neither Voya® nor its affiliated companies or representatives provide tax or legal advice. Please consult a tax or legal professional regarding your specific circumstances.

When filing your Federal income taxes, you may be able to claim a tax credit for your dependent care expenses. In determining the amount of the credit, the total expenses that you may use to calculate the credit may not be more than \$3,000 for one child or \$6,000 for two or more children.

Depending on your situation, either the Dependent Daycare FSA or Dependent Care Tax Credit may be more advantageous than the other. You are not allowed to claim the same expenses under both programs. However, you may be able to take advantage of both the DCFSA and the DCTC.

Additional resources

If you are wondering which would be better for you, you may consult your tax advisor, contact the EAP at 888-628-4824 to speak with a Certified Public Accountant at no cost to you, or call the IRS directly. The IRS is available at 800-829-1040 Monday- Friday 7:00 AM to 7:00 PM or use the on-line IRS Tax Assistant (www.irs.gov/help/ita).

What are the effective dates?

Your coverage begins	Your coverage ends
New hire election: On your active benefits effective date.	If you end employment: On your active benefits end date.
Open Enrollment election: January 1st of the new calendar year	If you are still employed: On December 31st of the year in which your coverage began (Note: you must re-enroll every year during Open Enrollment if you wish to participate the following year.)

How do I manage my account?

To file claims, upload documentation, set up text message alerts, and view claims history, account balances, and filing deadlines:

- Log into your Voya account through the benefits icon in Workday
- Download the Voya app

Submitting claims for reimbursement

Reimbursements are made payable to you, either by paper check or direct deposit. All reimbursement methods require you to submit documentation. To be valid, documentation must include these five items: dates the expense was incurred, dependent's name, amount of the expense, provider name, and service/product description.

- Submit by accessing your Voya account through the benefits icon in Workday and uploading your supporting documentation
- Download the Voya app through iTunes or Google Play to submit through your phone
- Complete a paper claim form and submit via fax, secure email, or mail. Forms are listed in the Resource section of voya.com

What happens when my employment at BMC ends?

When you leave BMC you can no longer contribute to the Dependent Daycare FSA and any expenses incurred after your last day of employment will not be eligible for reimbursement. However, you have until March 31st of the following year to submit eligible claims.

Contact us

☎ Phone: **833-262-0007** Mon → Thurs: 8:00am – 6:00pm ET, Friday: 8:00am – 5:00pm ET
Fax: **603-647-4668**

@ Email: HASinfo@voya.com
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Flexible Spending Accounts offered by Voya Benefits Company, LLC (in New York, doing business as Voya BC, LLC). Administration services provided in part by WEX Health, Inc.

This highlights some of the benefits of a Flexible Spending Account. If there is a discrepancy between this material and the plan documents, the plan documents will govern. Subject to any applicable agreements, Voya and WEX Health, Inc. reserve the right to amend or modify the services at any time.

The amount saved in taxes will vary depending on the amount set aside in the account, annual earnings, whether or not Social Security taxes are paid, the number of exemptions and deductions claimed, tax bracket and state and local tax regulations. Check with a tax advisor for information on whether your participation will affect tax savings. None of the information provided should be considered tax or legal advice.

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