

FLEXIBLE SPENDING ACCOUNTS

ANNUAL OPEN ENROLLMENT NOTICE

This communication will include information on the Flexible Spending Accounts (FSA) open enrollment AND information and tips from your *HR Benefits Team*. The first section will apply to the 2025 FSA Open Enrollment period, and the second section will apply to closing out the 2024 calendar year



CALENDAR YEAR 2025 FLEXIBLE SPENDING ACCOUNT OPEN ENROLLMENT

November 1 through November 30, 2024

Now is the time to consider a Flexible Spending Account for calendar year 2025



NOTE: You must re-enroll each year if you wish to maintain this benefit.
The benefit will not roll over automatically.

The City of Newton Employee Flexible Spending Account (FSA) plans are administered by [Cafeteria Plan Advisors](#) (CPA). CPA was incorporated in 1989 and focuses the majority of their business on supporting municipal employers and employees in the administration of IRS section 125 cafeteria plans. They are also locally based in Norwell, MA. For more information about CPA you can visit their website at www.cpa125.com.

The FSA benefit is available to all active benefit-eligible employees working 20 or more hours per week. If you are unsure about your eligibility for these plans, please email our benefits team at benefits@newtonma.gov.

The FSA benefit allows you to set aside money on a pre-tax basis to use for eligible **Medical**, **Dependent Care** and **Commuting** expenses. Depending on your tax status this could mean a savings of up to 30% on your taxes!

[What does "pre-tax basis" mean?](#)

A pre-tax deduction is a deduction that an employer will withdraw from your paycheck BEFORE withdrawing money to cover your taxes. When you pay for benefits, such as health insurance or an FSA plan, with before-tax payments, the deduction is taken off your gross income before taxes.

[What FSA plans are available to me as an eligible employee in calendar year 2025?](#)

Great news! We have three plans. Read on for information on your three plan options. You can pick one, two or even all three. Consider what your anticipated needs might be in 2025 and plan ahead!

[2025 FSA MEDICAL PLAN ACCOUNTS](#)

The 2025 FSA Medical Plan allows you to set aside any amount between **\$100 and \$3300** annually, for all eligible medical/dental out-of-pocket expenses.

[What does that mean exactly? What kind of expenses?](#)

We encourage you to visit this [link](#) to learn more about eligible expenses that you can use your FSA Medical Plan for. Some popular uses include:

- Prescription copays and medicine
- Doctor visit copays
- Dental work – such as orthodontia
- Eyeglasses/contacts/laser eye surgery
- Chiropractic or acupuncture
- Certain over-the-counter medicines

[Sounds great, but do you take it all out of my paycheck at once or over a period of time?](#)

When you make an election for your plan, that election amount will be divided over the course of the 2025 calendar year and taken out on a weekly basis.

[I need dental work in January. I noticed that this expense is eligible for reimbursement under the FSA Medical Plan. Do I need to wait until the end of the year to make this appointment?](#)

No, the City frontloads employee elections into their plan accounts through CPA and you can begin to use these funds immediately upon the start of the plan year. Isn't that great?

[How will I be able to access and use the funds I elect?](#)

If you are a new enrollee in an FSA Medical Plan, you will receive a *CPA FSA Debit Card* to be used as you incur eligible out-of-pocket medical care expenses. If you already have a *CPA FSA Debit Card* and you re-enroll, the funds will load on to your existing card as of January 1, 2025.

The *CPA FSA Debit Card* makes it fast and convenient to access the money you have set aside in your FSA Medical Plan. The card will contain the value of your annual medical care FSA election amount.

Also, CPA provides "[Debit Card Pointers](#)" on their website.

[How do I submit a claim? Isn't it difficult?](#)

It is very easy, and you have multiple ways in which you can submit a claim!

First, if you use your *CPA FSA Debit Card* for eligible expenses, you will not need to submit a claim. It will process automatically towards your FSA Medical Plan account balance.

If you pre-pay for an eligible expense and need to submit a claim for reimbursement you also have many options.

- You can submit your claim online using your *CPA Employee Account* by visiting www.cpa125.com or using this [link](#) for the Employee Log-In Page. It is simple to create an account and will allow you to easily submit claims and receipts.
- You can submit your claims using the *CPA Flex Mobile App*. To access the *CPA Flex Mobile App* simple go to the App store on your smart phone or smart device and search *CPA Flex Mobile* (pictured to the right). Download the app and follow the prompts to log in.
- You can submit your claims by mail, fax or email. To do this, you will need to download a claim form from this [link](#) or the [CPA website](#). Choose the appropriate form and send the form using the methods below:
 - Fax: 781-848-8477
 - Email: info@cpa125.com
 - Mail: Cafeteria Plan Advisors, Inc. 120 Longwater Drive, Suite 102, Norwell MA 02061



Note however that in all cases where you did not use your *CPA FSA Debit Card*, and are processing a paper or electronic claim, you must submit an eligible receipt for paid eligible expenses.

All claims should go directly to CPA using any of the methods above. Claim forms should not be submitted to the HR Department as we do not have access to your account or claims history.

[But what if I do not use the money by the end of the year?](#)

Based on IRS guidelines, FSA Medical Plan accounts are Use-or-Lose plans. So, you should plan accordingly. Note however that the City of Newton plans include flexibility. Our plans offer both a 75-day grace period (January 1 – March 15) AND a three-month extension (January 1 – March 31) on the submission of claims.

[What is the 75-day grace period?](#)

You will have an extra 75 days after the close of the 2024 calendar year through March 15, 2025, to incur expenses and use available money. This means that you can incur an expense, let's say in February of 2025, and submit a claim from your 2024 FSA Medical Plan balance. Isn't that great news?!

[What is the three-month extension on the submission of claims?](#)

More great news! While you can incur expenses through March 15, 2025, towards your 2024 balances, you can *also* submit claims incurred through this date for an additional three months into the 2025 calendar year (through March 31, 2025) to ensure you have all the time you need to process claims. This means that you can submit a claim for reimbursement, for claims incurred during the “grace period”, all the way through March 31, 2025, and have that reimbursement come from your 2024 balances. This is a great option to ensure you do not lose any money and have the time you need to process claims.

[Sounds good. What other plans are available for me to consider?](#)

2025 FSA DEPENDENT CARE ACCOUNTS

The 2025 [Dependent Care Flexible Spending Account](#) allows you to set aside any amount between **\$300 and \$5,000 annually** to pay for qualifying child or adult daycare expenses. Please note, this maximum is per family not individual.

If you enroll in an FSA Dependent Care Plan, you will need to submit a [Dependent Care Reimbursement Claim](#) form. You must provide an itemized statement from the dependent care provider that includes service dates, dependent name(s), type of service, amount billed, and the provider's name and address. However, credit card receipts, canceled checks, and balance forward statements do not meet the requirement for acceptable documentation.

The amount you elect will be deducted from your paycheck on a pre-tax basis each week and deposited into your FSA Dependent Care Plan account. *Please be sure to estimate your expenses carefully.*

[How do I file claims? Where can I learn more about the FSA Dependent Care Plan?](#)

FSA Dependent Care Plans are a bit different than the other FSA plans, so we put together this helpful [flyer](#) specifically geared towards those interested in setting aside money for anticipated dependent care expenses in 2025.

[Didn't you say there were three FSA plans? I have learned about the FSA Medical Plan and the FSA Dependent Care Plan, what is the other plan?](#)

2025 FSA COMMUTING PLANS

The 2025 Commuting Plans (also known as the *Parking and Transit Commuter Program*) allows you to set aside up to a maximum of \$325* per month (\$3900* per year) for qualified transportation, commuter parking and/or transit expenses (*excluding tolls).

This plan offers a commuting *Benefits Card* that will be funded after your payroll deductions have been taken from your check and subsequently posted to your account the following week.

TRANSIT PLAN: Eligible mass-transit expenses (subway, bus, train, commuter boat, and vanpool service, such as UberPool and Lyft Shared) allow for pre-tax benefits for the employee's commute to and from work (*excluding tolls).

PARKING PLAN: Eligible parking expenses allow for pre-tax benefits for the employee who has to pay to park when using mass-transit to travel to and from work.

[Sounds interesting, where can I find out more about this plan?](#)

Since the [FSA Commuting Plans](#) are also a bit different than the other FSA plans, we created an individual informational flyer for you to learn more.

ALREADY ENROLLED IN A 2024 PLAN AND WANT TO RE-ENROLL IN 2025?

If you are already enrolled in an FSA plan in 2024, please log-in to your [Employee Account](#) at www.cpa125.com between **November 1, 2024 and November 30, 2024** to re-enroll electronically for the 2025 plan year. Please note that the plan will not roll over automatically, you will need to re-enroll. Also note that while the *CPA Flex Mobile App* is a great resource for accessing your plan details and for submitting claims, you cannot use it to re-enroll. ***We strongly recommend that all employees use an electronic method to enroll or re-enroll each year.***

I already have a 2024 plan and want to re-enroll for the 2025 calendar year, how do I access the online enrollment?

Log on to www.cpa125.com and follow the prompts to “employee log in,” or you can follow this direct link for the [Employee Log In Page](#).

I want to re-enroll, but I don't want to use the online account option. Are there other options?

We strongly encourage using the [CPA website](#) to re-enroll. However, if you would prefer to submit your re-enrollment forms by fax, mail or in-person you still have options.

- Download the 2025 [FSA Enrollment Form](#) also available on the [HR FSA website](#). There is only ONE form for all three available FSA plans. If you are unable to download the form, blank forms can also be picked up in the Human Resources Department.
- When you have completed the form, you can then submit it in the following ways:
 - Mail it to CPA directly: **Cafeteria Plan Advisors**
120 Longwater Drive, Suite 102 Norwell, MA 02061
 - Email or fax to CPA directly: email info@cpa125.com Fax 781-848-8477
 - You may also drop it off in the Human Resources Office on the second floor of Newton City Hall (Room 210) although we strongly recommend using an electronic or direct submission method).

NEED MORE HELP OR HAVE MORE QUESTIONS ABOUT 2025 FSA PLANS?

We are always here to help in HR! Contact the *HR Benefits Team* by visiting our website for more information at newtonma.gov/fsa, calling us at 617-796-1260, or by sending us an email at benefits@newtonma.gov.

For more detailed support and complex questions, you should consider contacting our great *CPA Customer Service* team directly by visiting their website at www.cpa125.com, calling them at 781-848-9848, or sending them an email at info@cpa125.com. Don't forget that the *CPA Flex Mobile App* is also a great resource.

CPA also has a frequently asked questions page which can be accessed by visiting this link www.cpa125.com/FAQ.htm.