

# ARCHDIOCESE OF ST. LOUIS

## FLEXIBLE SPENDING ACCOUNTS



The IRS has recently issued new guidance due to the COVID-19 pandemic.

### OVER THE COUNTER MEDICATIONS:

- Over the counter (OTC) medications are now considered eligible expenses without a physician's prescription. This change is permanent retroactive back to January 1, 2020.

### MENSTRUAL CARE PRODUCTS:

- Menstrual care products are now considered eligible expenses. Contraceptive prescriptions are not eligible and still require pre-approval. This change is permanent retroactive back to January 1, 2020.

### PERMANENT GRACE PERIOD:

- **Dependent Care Account:**  
You have until September 15th each year to incur Dependent Care claims for the current 7/1 – 6/30 plan year. All Dependent Care claims have to be submitted for reimbursement to TRISTAR by December 15<sup>th</sup> each year. This is the same grace period as the Health Care Account.

**Plan carefully as any unused Health Care and Dependent Care contributions at the end of the plan year are forfeited.**

### REIMBURSEMENT PROCEDURES:

- Complete a FSA Reimbursement Claim Form available from your employer, TRISTAR Benefit Administrators, or the benefits website at [www.archstl.org/hrbenefits](http://www.archstl.org/hrbenefits) OR
- Submit a claim online through Tristar's website, [www.myrsc.com](http://www.myrsc.com) by clicking 'online claims entry' - 'start new claim form' - and then enter a FSA Medical Claim or DCA Claim. Enter your claim information and upload your receipt.
- Contact TRISTAR for help retrieving your Username and/or Password
- The Archdiocese will not be retroactively reimbursing anyone for contribution amounts already paid.

### INFORMATION & INQUIRIES:

- Contact Office of Human Resources at 314-792-7546 or [benefits@archstl.org](mailto:benefits@archstl.org) for Employee Self-Service online enrollment questions.
- Contact TRISTAR Benefit Administrators at 800-456-4584 Option 4 with any benefit or claim questions.