



LOUDOUN COUNTY PUBLIC SCHOOLS
Employee Health, Wellness and Benefits
21000 Education Court, Suite 319
Ashburn, VA 20148
(571) 252-1810 Fax (571) 252-1401

April 27, 2021

RE: Relief for Employees with a **Limited Purpose Healthcare** Flexible Spending Account (FSA)

Our records indicate that you enrolled in a Limited Purpose Healthcare FSA for plan years 2020 and/or 2021.

On December 27, 2020, the Consolidated Appropriations Act of 2021 was signed into law. The Act provides temporary special rules for Health and Dependent Care Flexible Spending Accounts (FSAs) that give employees additional time to use these funds.

As permitted by the Consolidated Appropriations Act of 2021, Loudoun County Public Schools will offer the following relief:

- **Balance Carryover** - Employees enrolled in a Limited Purpose Healthcare FSA for plan year 2020 and/or 2021 will carryover all unused amounts remaining in the plan to the next plan year. In other words, unused funds from 2020 will carryover to 2021 and any unused funds from 2021 will carryover to 2022.

Important Notes and Reminders:

- A Limited Purpose FSA is a special type of FSA to be used when you are also enrolled in a Health Savings Account (HSA) associated with the High Deductible Health Plan. Limited Purpose FSA reimbursements are limited to qualified **dental** and **vision** expenses, such as fillings, crowns, orthodontia, vision exams, contact lenses, lens solution/cleaner and prescription glasses.
- Funds not spent by December 31, 2021 and submitted for reimbursement by March 31, 2022 will rollover to plan year 2022.
- Annual elections are required for Flexible Spending Accounts. If you wish to participate in an FSA in 2022 you must enroll through Oracle Self-Service during Open Enrollment.
- As 100% of unused funds from 2020 and 2021 will carryover to 2022, please carefully consider your decision to enroll in a 2022 FSA. If you do not enroll in an FSA in 2022, rollover funds will remain available for use in 2022. Before enrolling, you should factor-in any carryover balances and the amount you will spend to avoid forfeitures.
- FSA funds in your account will be subject to the use it or lose it provision on December 31, 2022.
- If your employment with Loudoun County Public Schools terminates anytime during the plan year, only services provided up to your termination date will be accepted for reimbursement. For example, if you are a teacher not returning in the fall of 2021, eligible services would be those provided on or before your last day of work in June 2021.

Reimbursements

All FSA reimbursement requests must be submitted (1) online at www.mycigna.com or (2) by completing and sending a paper claim form to Cigna. Blank claim forms are available online at www.lcps.org on the Employee Health, Wellness and Benefits page under the [Flexible Spending Accounts](#) section. Please ensure that your reimbursement request is accompanied by the appropriate supporting documentation.

Limited Purpose Healthcare Reimbursement Acceptable Documentation (Dental and Vision only)

- Copy of Explanation of Benefits (EOB)
- If no EOB is available, please provide legible bill or receipts that clearly indicate:
 - Name and address of healthcare professional, facility, or store
 - Name of person receiving the service
 - Detailed description of service or product
 - The date of service and the amount charged

General Information

- Register and log in to www.mycigna.com to view your account activity and current balance.
- If you have questions about your FSA or the information available at www.mycigna.com, please contact Cigna by phone at 1-800-244-6224. You can submit reimbursement requests via fax to 1-877-823-8953 or 1-859-410-2432.

Additional information about this plan, including the LCPS Limited Purpose FSA Summary Plan Description and claim forms, can be found on the [Flexible Spending Accounts](#) page of the Employee Health, Wellness and Benefits website.

The Employee Health, Wellness and Benefits Team can be reached at lcpshealthwellness@lcps.org or 571-252-1810.