



KNOW YOUR BENEFITS

FSA Reminders!

If you participate in the City's Flexible Spending plans, this is a reminder that you may have funds remaining in your health care and/or dependent care accounts for the 2022 plan year administered by Workterra. Any unused remaining balance elected for the 2022 plan year that is between \$50 and \$500 will be rolled over to P&A Group for the current 2023 plan year and added to your available balance after March 31, 2023. Balances under \$50 or over \$500 will be forfeited.

Please take a moment to log into your account with Workterra at <https://workterra.lh1ondemand.com/Login.aspx?ReturnUrl=%2f> to view your available balance and plan administrator messages. You may also call 888-327-2770 for information.

Claims Submission for 2022 Expenses must be submitted by 03/31/2023

Claims can be submitted three ways:

- Electronic submission: <https://workterra.lh1ondemand.com>
- Fax: 925-460-3929
- Mail: Workterra, P.O. Box 11657, Pleasanton, CA 94588



Important Dates to Remember for Current Plan Year - 2023

Coverage Months	January 1, 2023 – December 31, 2023
Last day to incur eligible expenses for 2023	December 31, 2023 (Last day of plan year)
Last day to submit claims for expenses incurred for your 2023 Health Care and Dependent Care FSAs	March 31, 2024 (90 days after the end of the 2023 plan year)

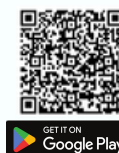
Additional Resources about Flexible Spending Accounts

FSA Store - Online store containing FSA eligible/reimbursable items. (<https://fsastore.com/>)

Amazon.com - Online store containing FSA eligible/reimbursable items. Type in "FSA eligible items" to get to the Amazon FSA store. (<https://amazon.com/b?node=17904040011>)

IRS Publication 969 - For IRS regulation/information on Flexible Spending Accounts (<https://www.irs.gov/pub/irs-pdf/p969.pdf>)

P&A Group - <https://padmin.com>. Download the App:



Questions - Call or email 949-644-3294 or HRBenefit@newportbeachca.gov