



Administrative Services



FSA (HEALTH & DEPENDENT CARE)

ENROLLMENT BOOKLET

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It's Time to Enroll in Flex Benefits

Flexible Spending Accounts (FSA) are a great way to save taxes on money you spend for medical and dependent care expenses.

That's because you do not pay income tax or Social Security tax on your election amount (the money you set aside). A Health FSA account is used for medical expenses, and a Dependent Care Assistance Plan (DCAP) account is used for child care expenses.

Health FSA

In a Health FSA account, you can put aside funds (up to **\$2,650** per year, depending on your plan) to pay for unreimbursed medical, dental and vision expenses (that is, bills that are not paid by any insurance). This money is deducted from your pay before Federal and State withholding and FICA taxes are calculated.

To access your FSA funds to pay medical expenses, just use your MasterCard® debit card to pay the bill (avoiding out-of-pocket cost), or file a manual claim for reimbursement by fax, email, postal mail, online, or via mobile app. Reimbursements can be deposited directly into your bank account.

To see a list of qualified and non-qualified medical expenses, visit www.datapathadmin.com.

Dependent Care Assistance Plan

The Internal Revenue Service (IRS) permits you to exclude from gross income a certain amount of the dependent care expenses that you pay in order to work or look for work, and provides two methods for you to do this. Under IRC §21, you can deduct qualified expenses as a Dependent Care Tax

Credit when filing your annual income tax return. Alternatively, IRC §129 allows you to participate in a Dependent Care Assistance Plan (DCAP) through your employer's cafeteria plan. The maximum that can be set aside under this plan is set by the IRS at \$5,000 per year per family. DCAP applies to children from birth until their 13th birthday and can reimburse for daycare, preschool and pre-kindergarten, before- and after-school care, and summer camp (day camp only).



Depending on your plan, you will receive either the yellow mySourceCard® or the blue Summit debit card.

Your employer is offering a healthcare debit card to allow you to pay for eligible expenses without being out-of-pocket and waiting for reimbursement. The debit card is a payment facilitator that can be used at healthcare facilities, doctors, dentists and orthodontists, vision care providers, drug stores, and selected retailers.

When using your debit card, keep all receipts.

Your debit card will be automatically approved when used for FSA-eligible items at any approved IIAS Qualified Merchant (examples of qualified merchants include Walmart, Sam's Club, Target, Walgreens, CVS, Freds, Kroger, FSASore.com, and HSASore.com).

Effective 1/1/11, over-the-counter drugs and medicines are not reimburseable from an FSA, HRA, or HSA account without a doctor's prescription. This applies to all participants in accordance with the Tax Credit Reconciliation Act of 2010 and the PPACA Health Care Act.

To see an example of how much you can save on taxes, see the Annual Tax Savings Calculator on page 3.

How Much Can I Save?

Annual Tax Savings Calculator

Example Based on Arkansas Resident
Married Filing Jointly

Without a Section 125 Cafeteria Plan

Gross Taxable Income	\$38,000
Federal Income Tax	\$ 3,490
Social Security/Medicare Taxes	\$ 2,907
State Income Tax	\$ 1,534
 Spendable Income.....	 \$30,069
Less Dependent Day Care Expense	\$ 5,000
Less Out-of-Pocket Medical/Dental/Vision	\$ 2,000

Net Take-Home Pay..... \$23,069

With a Section 125 Cafeteria Plan

Gross Taxable Income	\$38,000
Less Dependent Day Care Expense	\$ 5,000
Less Out-of-Pocket Medical/Dental/Vision	\$ 2,000
 Taxable Income.....	 \$31,000
Federal Income Tax	\$ 2,440
Social Security/Medicare Taxes	\$ 2,372
State Income Tax	\$ 1,112

Net Take-Home Pay..... \$25,076

*Increase In Annual Spendable Income Through
Section 125 Plan For This Sample Participant*

\$2,007

This page is designed to provide estimations in regard to the subject matter covered. It is furnished with the understanding that the publisher is not engaged in rendering legal or accounting advice.

If legal advice or tax services are required, contact your attorney or tax professional.

FSA Worksheet

Use this to estimate the amount you want to set aside in your flexible spending accounts

Insurance Deductibles.....	\$ _____
Insurance Co-Pays.....	\$ _____
Dental Deductibles	\$ _____
Dental Expenses	\$ _____
Vision Deductibles	\$ _____
Vision Expenses	\$ _____
Hearing Expenses.....	\$ _____
Prescriptions.....	\$ _____
Medical Equipment.....	\$ _____
Chiropractor	\$ _____
Other Medical Expenses	\$ _____

**Total Out-of-Pocket
Medical Expenses..... \$ _____**

**Divide by No. of Pay
Periods Per Year ÷ _____**

**= Per-Payroll Deduction
For Health FSA..... \$ _____**

*Dependent Care for Children
under 13 years of age*

Cost Per Week \$ _____

Multiply by 52 weeks..... X _____

Total Annual Cost..... \$ _____
(Maximum \$5,000)

**Divide by No. of Pay
Periods Per Year ÷ _____**

**= Per-Payroll Deduction
For DCAP..... \$ _____**



FAQs – Health FSAs & DCAP

Q: What if I am not covered or I do not have my dependents covered under my company's health insurance plan?

A: You and your family can still participate in the Health FSA or DCAP reimbursement account.

Q: Why should I participate in the Health FSA when I already have health insurance?

A: The Health FSA is used to pay for expenses that are not covered by most health insurance policies, such as co-payments, co-insurance, prescription drugs, glasses and contacts, orthodontics, dental care, and certain over-the-counter items, to name a few.

Q: When must expenses be incurred in order to receive reimbursement under the Health FSA?

A: Eligible medical expenses must be incurred during the plan year and while you are a Plan participant. "Incurred" means that the service or treatment has been provided. If you pay for an eligible expense in advance, you cannot be reimbursed until the service or treatment has actually been received. You also cannot be reimbursed with current plan year funds for expenses incurred:

- Before the plan year began;
- Before your election form became effective;
- After the close of the plan year; or,
- After a job separation or loss of eligibility (unless incurred during an applicable COBRA continuation period).

Q: What if I have a claim early in the plan year and do not have enough money in my account?

A: You are eligible for 100% of your Health FSA election at the start of the plan year, due to a provision called the "Uniform Coverage Rule." This gives you the ability to budget your expenses and spread them out over the entire year. Your payroll deductions will continue throughout the plan year to catch up on any expenses you have been advanced. For the DCAP account, you will be reimbursed as your deductions are deposited with your employer.

Q: Do I need to have lots of expenses?

A: No. You should put aside only enough funds to cover what you expect to spend during the plan year. If you do not use the money, the IRS mandates that you lose it, unless your plan has adopted a special provision that allows unspent Health FSA monies (up to a maximum of \$500) to be carried over to the next plan year. Review your Summary Plan Description (SPD) to see if your plan includes the Carryover provision.

Q: If I put my own pre-tax money in a spending account, why would I lose it if I don't spend it?

A: This is an IRS requirement. If your plan does not include Carryover, you may have a grace period of 2½ months from the end of the plan year to incur more claims before losing leftover funds. You may also have a run-out period from the end of the plan year to submit eligible claims. Refer to your SPD.

Q: How do I figure how much to set aside?

A: Review receipts and check registers to see what you typically spend out-of-pocket on medical expenses for yourself and qualified family members. Then think about what might be different this year that will cause an increase or decrease.

Q: What is the minimum/maximum amount that I can put into my account?

A: These amounts are determined by your employer and specified in your SPD. The maximum cannot exceed the following IRS-mandated maximums:

- **Health FSA:** \$2,650 per participant per plan year
- **DCAP:** \$5,000 per plan year/calendar year for head of household or married filing jointly; \$2,500 per plan year/calendar year for married filing separately.

Q: What is required as claims documentation?

A: You must submit a copy of your statement, invoice, visit record, explanation of benefits (EOB), or other document that shows the date and type of service, amount charged, and provider. Canceled checks and credit card slips are not qualified receipts.

Q: Can I change my contributions during the year?

A: Only if you experience a qualified change of status, such as marriage, divorce, birth, adoption, or a change in your or your spouse's employment status.

Q: Can DCAP expenses be reimbursed at the beginning of the month for care that will be provided later in that month?

A: No, regulations require that DCAP claims can only be reimbursed when a service has actually been incurred. If you pay in advance for a certain period of time, you cannot be reimbursed until the period has ended (i.e., until the care has been received).

Q: Can an employee who participates in DCAP also claim the Dependent Care Tax Credit?

A: There is no 'double-dipping.' If you are using a DCAP you may not also elect the tax credit on the same money. Please consult with a tax preparer for more information.

Eligible/Non-Eligible Expenses

FSA/HSA Eligible Health Care Expenses

Please note that DataPath Administrative Services does not intend this list to be comprehensive tax advice. For more detailed information, please consult IRS Publication 502 or see your tax advisor.

Acupuncture	Eye examinations and eyeglasses	Psychiatric care, psychologists, psychotherapists
Alcoholism treatment	Home health and/or hospice care	Radial keratotomy
Allergy shots and testing	Hospital services	Schools (special, relief, or handicapped)
Ambulance (ground or air)	Insulin	Sexual dysfunction treatment
Artificial limbs	Laboratory fees	Smoking cessation programs
Blind services and equipment	LASIK eye surgery	Surgical fees
Car controls for handicapped*	Medical alert (bracelet, necklace)	Television or telephone for the hearing impaired
Chiropractor services	Medical monitoring and testing devices*	Therapy treatments*
Coinurance and deductibles	Nursing services	Transportation (essentially and primarily for medical care; limits apply)
Contact lenses	Obstetrical expenses	Vaccinations
Crutches, wheelchairs, walkers	Occlusal guards	Vitamins*
Deaf services – hearing aid/batteries, hearing aid animal & care, lip reading expenses, modified telephone, etc.	Operations and surgeries (legal)	Weight loss programs*
Dental treatment	Optometrists	X-rays
Dentures	Orthodontia	
Diagnostic tests	Orthopedic services	
Doctor's fees	Osteopaths	
Drug addiction treatment & facilities	Oxygen/oxygen equipment	
Drugs (prescription)	Physical exams (except for employment-related physicals)	
	Physical therapy	

*If prescribed for a particular ailment or medical condition; provider letter required.

Important Notice About Over-the-Counter (OTC) Medications

OTC medications require a doctor's prescription to be eligible for FSA reimbursement. For that reason, OTC medications cannot be purchased using the Summit card unless dispensed by a pharmacy the same as a standard prescription (with an Rx number). If a manual claim is submitted for purchase of an OTC medication, both a copy of the prescription and the purchase receipt must be included to receive reimbursement.

Non-medicated OTC products (diabetes test strips, saline solution, bandaids, etc.) do not require a prescription. You can use either the Summit card to purchase these items or submit the purchase receipt for reimbursement.

FSA/HSA Eligible OTC Medications and Products

COPY OF PRESCRIPTION AS WELL AS DETAILED RECEIPT REQUIRED FOR REIMBURSEMENT:

Acne medications & treatments
Allergy & sinus, cold, flu & cough remedies (antihistamines, decongestants, cough syrups, cough drops, nasal sprays, medicated rubs, etc.)
Antacids & acid controllers (tablets, liquids, capsules)
Antibiotic & antiseptic sprays, creams & ointments
Anti-diarrheals
Anti-fungals
Anti-gas & stomach remedies
Anti-itch & insect bite remedies
Anti-parasitics
Digestive aids

Baby care (diaper rash ointments, teething gel, rehydration fluids, etc.)
Contraceptives (condoms, gels, foams, suppositories, etc.)
Eczema & psoriasis remedies
Eye drops, ear drops, nasal sprays
First aid kits
Hemorrhoidal preparations
Hydrogen peroxide, rubbing alcohol
Laxatives
Medicated bandaids & dressings
Motion sickness remedies
Nicotine patches and medications (smoking cessation aids)
Pain relievers (aspirin, ibuprofen, acetaminophen, naproxen, etc.)
Sleep aids & sedatives
Wart removal remedies, corn patches

ELIGIBLE FOR REIMBURSEMENT WITH DETAILED RECEIPT ONLY (NO PRESCRIPTION REQUIRED):

Breast pumps for nursing mothers
Braces & supports
Contact lens solution
CPAP equipment & supplies
OTC varieties of Insulin
Diabetic testing supplies/equipment
Durable medical equipment (power chairs, walkers, wheelchairs, etc.)
Home diagnostic (pregnancy tests, ovulation kits, thermometers, blood pressure monitors, etc.)
Non-medicated bandaids, rolled bandages & dressings
Reading glasses

All OTC items listed are examples.

FSA/HSA Non-Eligible Health Care Expenses

Advance payment for services to be rendered
 Automobile insurance premium allocable to medical coverage
 Boarding school fees
 Body piercing
 Bottled water
 Chauffeur services
 Controlled substances
 Cosmetic surgery and procedures
 Cosmetic dental procedures
 Dancing lessons
 Diapers for Infants
 Diaper service
 Ear piercing
 Electrolysis
 Fees written off by provider
 Food supplements
 Funeral, cremation, or burial expenses
 Hair transplant
 Herbs & herbal supplements
 Household & domestic help

Health programs, health clubs, and gyms
 Illegal operations and treatments
 Illegally procured drugs
 Insurance premiums (not reimbursable under FSA, only PRA)
 Long-term care services
 Maternity clothes
 Medical savings accounts
 Premiums for life insurance, income protection, disability, loss of limbs, sight or similar benefits
 Personal items
 Preferred provider discounts
 Social activities
 Special foods and beverages
 Swimming lessons
 Tattoos/tattoo removal
 Teeth whitening
 Transportation expenses to & from work
 Travel for general health improvement
 Uniforms
 Vitamins & supplements without prescription

FSA/HSA Non-Eligible OTC Products

The following are examples of Over-the-Counter (OTC) medications and products which are NOT ELIGIBLE for FSA/HSA reimbursement.

Aromatherapy
 Baby bottles & cups
 Baby oil
 Baby wipes
 Breast enhancement system
 Cosmetics (including face cream & moisturizer)
 Cotton swabs
 Dental floss
 Deodorants & anti-perspirants
 Dietary supplements
 Feminine care items
 Fiber supplements
 Food
 Fragrances
 Hair regrowth preparations
 Herbs & herbal supplements
 Hygiene products & similar items
 Low-carb & low-fat foods
 Low calorie foods
 Lip balm
 Medicated shampoos & soaps
 Petroleum jelly
 Shampoo & conditioner
 Spa salts
 Suntan lotion
 Toiletries (including toothpaste)
 Vitamins & supplements without prescription
 Weight loss drugs for general well-being

DataPath Administrative Services partners with **FSA Store**, the only e-commerce site exclusively stocked with FSA-eligible products, to help you spend down and manage your FSA. **FSA Store** and **DataPath Administrative Services** work together to eliminate the guesswork behind what is reimbursable by an FSA.

Our partnership gives you access to online tools such as a Dynamic Eligibility List, an FSA Calculator, and a Learning Center to help answer all your FSA questions.

Visit FSASTORE.COM/DPASOE Today!



Exclusively stocked with eligible products.



Eliminate eligibility guessing games.



Estimate your annual FSA spending.



Receive deadline reminders.



Get answers to all your FSA questions!



Spend down and manage your FSA
 code DPASOE exp 12/31/18

\$10 OFF
1 use per customer. Cannot be combined with other offers.

Debit Card FAQ's

Q: What is the healthcare debit card?

A: The card is a limited-use MasterCard®, a payment facilitator that lets you pay for qualified expenses without having to wait for reimbursement.

Q: What can I use the debit card to pay for?

A: You can use your card to pay for qualified goods and services that you previously would have paid for out-of-pocket and then submitted a claim to DataPath for reimbursement.

Q: How do I use the healthcare debit card?

A: Present the debit card as payment for qualified goods and services. The amount of the transaction will be paid directly from the available balance in your reimbursement account.

Q: Since this is a debit card, do I need a PIN?

A: You may request a PIN, but it is not required. If presented with the option between Debit or Credit and you do not have a PIN, choose Credit.

Q: Does the provider have to do anything different to take the healthcare debit card?

A: No, the card is compatible with standard credit card processing systems that accept MasterCard®. The only requirement is that the provider's credit card Merchant Category Code matches one of those assigned to qualified goods and services under your plan. (For example, the card will not work at a gas station, hair salon, toy store, etc.)

Q: What happens after I swipe the card?

A: As soon as a transaction is authorized, your "purse value" (the amount of money available to spend on your card) is reduced by the transaction amount. Depending on your plan, within moments you will either receive an email or see an alert in your mobile account that confirms the transaction and shows your remaining balance after the transaction has been deducted.

Q: Do I ever have to send in receipts or other supporting documentation?

A: Always keep your receipts. All card transactions must be substantiated (verified). If the transaction did not auto-substantiate, then you will need to send in a signed claim form and valid receipt showing the date of service, type of service, provider name and address, and amount of payment. Credit card slips are not valid receipts. Certain merchants have adopted an inventory control standard (IIAS) that cancels out the need for a receipt in nearly all cases. Transactions with these merchants (including



Walmart, Walgreens, CVS, Target, Kroger, Freds, Sam's Club, and many others; see datapathadmin.com for latest list) should automatically substantiate.

Q: What happens if I am required to send in a receipt but don't do so promptly?

A: If you have a pending card transaction that has not been substantiated with a receipt within a certain period of time (depending on your plan, usually 30 or 60 days), your card may be temporarily blocked from further use until the transaction has been either substantiated, paid back, or offset with manual claims.

Q: What if there is not enough money in my account when I swipe the debit card?

A: If the transaction exceeds the available balance in the account you are trying to draw against, the transaction usually will be declined. Some merchants do have the capability of accepting "split tender" which will only pull the amount off your card that's available and then ask for a different form of payment for the rest.

Q: Are there any transaction limits?

A: Both the per-transaction and the accumulated daily transaction limits are \$5,000, even if you have more in your account.

Q: How can I check my account balance, my card transactions, the status of my reimbursement claims, etc.?

A: You have online account access 24 hours a day at www.datapathadmin.com. To log in for the first time, refer to the welcome email that we send after enrollment.

Q: What if I still need help after looking at my online account?

A: Call 501-687-6954 Monday through Friday 8:00 am to 5:00 pm (Central time) or email your questions to benefits@datapathadmin.com.

Many More Reasons to Sign Up for the Healthcare Debit Card

Reimbursements will be automatically approved when you use your healthcare debit card for prescriptions and FSA-eligible/non-medication OTC items at approved locations including:



For Additional Locations

Log onto www.datapathadmin.com to view the current IAS Qualified Merchant List.



When you use your debit card at any of these merchants, only expenses that are FSA-eligible will be paid by the card, eliminating the need to submit a claim form and receipts for substantiation and reimbursement to the card.

You may also use your card at medical merchants, including:

- Physician Providers
- Dental Providers
- Vision Providers
- Hospitals

Welcome to Mobile myRSC®

* FOR PLANS THAT USE THE YELLOW MYSOURCECARD® *

Benefits at Your Fingertips

You can now access your employee benefits account information on your smartphone with the Mobile myRSC® app for iPhone and Android.

What You Can Do with Mobile myRSC

View Accounts — Including detailed account and balance information

Card Activity — Account information

Manage Subscriptions — Set up email notifications to keep you up-to-date on all account and health debit card activity

SnapClaim™ — Our Mobile App for iPhone® and Android® with integrated SnapClaim™ technology allows claims filing using your smartphone! Just open a claim using the mobile app, fill in some details onscreen, take a photo of your receipt with your smartphone camera, and upload. Claims filing couldn't be easier!

Locating and Loading the App

Simply search for “myRSC” on the App Store for Apple products or on the Google Play Store for Android products, and then load as you would any other app.

Logging In

Access the mobile services using the same username and password you use to log in to the full myRSC® website. After logging in, you will be on the home page which will list your options.

Getting Help

Click the Help button at the bottom right of all Mobile myRSC® pages to access contact information for your administrator, who will be able to provide assistance.

Going Home

Press the Home button on the bottom left corner of any page to return to the home page.



App Store is a service mark of Apple Inc.
Google Play is a trademark of Google.



Mobile myRSC® Quick-Start Guide



Logging In

Open the Mobile myRSC® app or point your browser to:
<https://mobile.myrsc.com>.

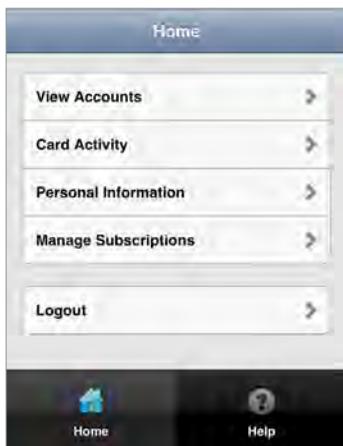
The first page that loads is the login screen. Use the same username and password that you use to log in to the full myRSC website.

NOTE: *The mobile site is optimized to work on Safari on an iOS, the default Android Browser, or Chrome on Android 4.x. If you are using an older browser, you will automatically be redirected to the classic myRSC site.*

The Home Page

Once you log in, you are on the Home page. This page lists all available options you have on the mobile site:

- **View Accounts:** view the balance and details of your Health Reimbursement Account (HRA), Health Savings Account (HSA), or Flex Spending Accounts (FSA). You may have one or more of these accounts available to you, depending on your company's benefit package
- **Card Activity:** view all card transactions and card details
- **Personal Information:** view or edit your personal information
- **Manage Subscriptions:** change the emails and notifications sent by myRSC
- **Logout:** logs you out of your account
- **Home and Help:** **Home** brings you back to this screen and **Help** provides contact information regarding your benefits



Account Summary

When you select the **View Accounts** option, the page displays only the benefits for which you are subscribed. Your display may look very different than the screen shot pictured here. Select the benefit you wish to view to see unresolved transactions, benefit summary data, and details of claims and reimbursements.



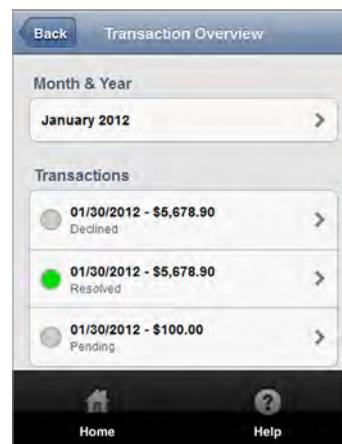
Card Activity

The **Card Activity** page gives you the option to view the transaction details or account details of your debit card.



Selecting **View Transaction Detail** takes you to the Transaction **Overview** page. Select the month and year for the card activity you want to view. Only the transactions for the month and year you choose will be displayed. Clicking on a particular transaction lets you see the details of that card swipe.

Selecting **View Account Detail** lists all cardholders on your plan. You can then select the person's name and see the account details associated with that card. You also have the option of blocking a card.



*** FOR PLANS THAT USE THE BLUE SUMMIT CARD ***



Welcome to Mobile summit

Benefits at Your Fingertips

Access your employee benefits account information on your smartphone with the Mobile Summit app for iPhone® and Android®.

What You Can Do with Mobile Summit

- ✓ **View Accounts** – Access detailed balance and account information, including alerts.
- ✓ **Card Activity** – Review transaction information, including whether receipts are needed.
- ✓ **SnapClaim™** – Our Mobile App for iPhone® and Android® with integrated SnapClaim™ technology allows claims filing using your smartphone! Just open a claim using Mobile Summit, fill in some details onscreen, take a photo of the receipt with your smartphone camera, and upload. Claims filing couldn't be easier! You can also upload receipt documentation for pending card transactions.

Locating and Loading the Mobile Summit App

Search for “DataPath Summit” on the App Store™ for Apple products or in the Google Play Store™ for Android products, and load as you would any other app.

Logging in



Mobile Summit uses the same login credentials as the online participant account portal. If you have already registered online, log in to Mobile Summit using the same username, password, and TPA code.* If you have not already registered online, you can register directly through the Mobile Summit app and thereafter use the same username, password, and TPA code to log in to your online participant account portal. After logging in to the Mobile Summit app, you will be on the home page which lists your navigation options.

***Our TPA Code is 10.** If you do not remember that code when attempting to log in, you can instead enter in this field the web address of our online Summit participant account portal: www.datapathadmin.summitfor.me

Getting Help

Click the Contact button at the bottom of the home page to access contact information for your administrator, who will be able to provide assistance.

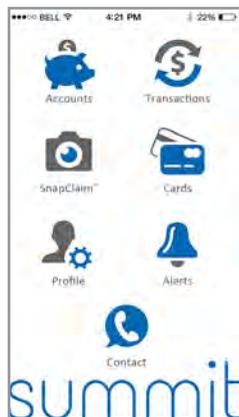


summit Mobile Quick Start Guide

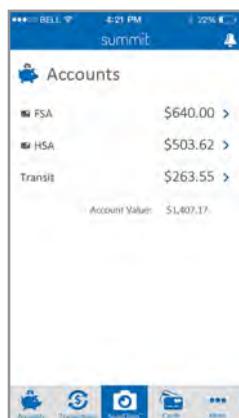
Logging In

Open the Mobile Summit app. The first page that loads is the login screen. Use the same username and password to log in to Mobile Summit that you use to log in to the full Summit site online.

What You Can Do with Mobile Summit

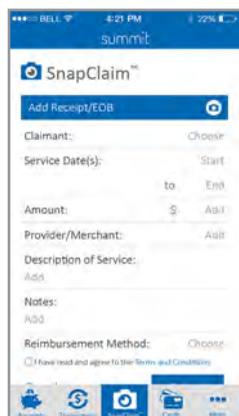


Once you log in, the Home page displays on the screen. Tap the icons to access the available features:



Accounts

View a list of all your accounts (FSA, HRA, HSA, Transit) and available funds. The list of accounts will vary based on your company's benefits package. Select an account to view Annual Elections, Reimbursements, Available Balance, and Contributions. You may even access the transaction history from the account screen. Dependents who are linked to the specific account are listed.



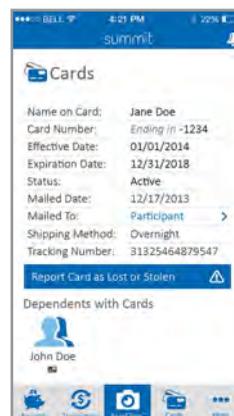
SnapClaim™

SnapClaim is a quick, convenient, and secure way to file claims using your smartphone's camera. On the SnapClaim screen, enter claim information including Claimant, Service Dates, Amount, Provider/Merchant, and Reimbursement Method, then upload a photo of the receipt or EOB, and submit for processing.



Transactions

Access a list of transactions across all accounts, sorted by date. Click on any transaction to view specific details. From the detail screen, open SnapClaim™ to upload photos of associated receipts or EOBs from your smartphone's camera, including receipts and EOBs for pending card transactions.



Cards

View card details, including Name on Card, Card Number, Expiration Date, and Status. You may also view dependents who hold cards. If your card is lost or stolen, you may report it through this screen.



Profile

Access your profile and view information. You may edit information from this screen.



Alerts

View all alerts for your accounts and cards. Periodically DataPath sends out alerts concerning cards and card processing.



Contact

View contact information for your plan administrator, including phone number, website, and email address.



How to Submit A Claim

All sections of the claim form must be completed in order to receive reimbursement.

Claim Form Section 1: Employee Information

The following information must be included for each claim:

- Employee (Participant) Social Security Number
- Employee Name
- Employee Address
- Employee Phone Number

Claim Form Section 2: Claim Information

The following information must be included for each claim:

For Medical Expenses

- Date of Service
- Patient Name
- Name of Provider
- Description of Service
- Amount of Claim

For Dependent Care Expenses

- Date of Service
- Dependent Name
- Dependent Age
- Name of Care Provider
- Care Provider Address
- Provider Tax ID/SSN
- Amount of Claim

For **Medical Expenses**, you must provide a provider receipt or insurance carrier explanation of benefits (EOB) that contains ALL of the information listed under “For Medical Expenses” above. Cancelled checks, non-detailed credit card receipts, or generic cash receipts do not provide all the information necessary to substantiate claims and cannot be accepted. Statements with “Previous Balance”, “Balance Forward”, or “Paid on Account” do not contain all of the necessary information and cannot be accepted.

For **Dependent Care Expenses**, you must provide either a receipt that contains ALL of the information listed above under “For Dependent Care Expenses” or a signature of the Care Provider on the completed claim form. Expenses submitted for Dependent Care Reimbursement must allow the participant to be gainfully employed (or looking for work). Overnight camps, extracurricular activity fees, care for children who have reached their 13th birthday, and private school fees (for grades Kindergarten and up) are not eligible expenses for Dependent Care reimbursement.

Claim Form Section 3: Signature

The participant must sign and date the claim form in order for the claims to be reimbursed.

Submitting For Reimbursement

- Upload with the Summit Mobile App using SnapClaim™; or,
- Enter the claim online and upload receipts via the Summit participant portal; or,
- Fax claim form and receipts to Little Rock (501) 687-3282 / Toll Free 1-888-472-6777; or,
- Email claim form and receipts to benefits@datapathadmin.com; or,
- Mail claim form and receipt copies to: DataPath Administrative Services, 1601 Westpark Drive, Suite 9, Little Rock, AR 72204

See our website at datapathadmin.com for a list of Eligible and Non-Eligible expenses for reference when submitting medical claims. You can also find a Claim Form there in the Resources section.

For fastest reimbursement, submit claims **ONLINE** or via **MOBILE APP, FAX, OR EMAIL**

Claim Form – Health FSA Reimbursement or Card Substantiation

Please check here if new mailing address Please check here if new email address

Employer Name (Please Print) _____

Employee Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ State _____ Zip _____

Social Security Number _____ Home Phone () _____ Work Phone () _____

Employee Email Address _____

**Please read the Reimbursement Account Rules and Claim Filing Instructions before completing this claim.
All information below must be completed.**

Debit Card Purchase?	Service Date (mm/dd/yyyy)	Patient Name & Relationship	Provider Name & Address	Description of Service	Amount
<input type="checkbox"/> Yes <input type="checkbox"/> No					\$
<input type="checkbox"/> Yes <input type="checkbox"/> No					\$
<input type="checkbox"/> Yes <input type="checkbox"/> No					\$
<input type="checkbox"/> Yes <input type="checkbox"/> No					\$
<input type="checkbox"/> Yes <input type="checkbox"/> No					\$
<input type="checkbox"/> Yes <input type="checkbox"/> No					\$
Total					\$

Employee’s Certification for Disbursement

I certify that the expenses for reimbursement requested from my accounts were incurred by me (and/or my spouse and/or eligible dependents), were not reimbursed by any other plan, and to the best of my knowledge and belief, are eligible for reimbursement under my Reimbursement Plans. I (or we) will not use the expense reimbursed through this account as deductions or credits when filing my (our) individual income tax return. I understand that any person who knowingly and with intent to injure, defraud, or deceive any insurance company, administrator, or plan service provider files a statement of claim containing false, incomplete or misleading information may be guilty of a criminal act punishable under law.

Employee’s Signature _____ Date ____/____/____
mm/dd/yy

DataPath Administrative Services, Inc.

1601 Westpark Drive • Suite 9 • Little Rock, AR 72204 • 501-687-6954 • Toll-Free 877-685-0655
Fax 501-687-3282 • Email: benefits@datapathadmin.com

For fastest reimbursement, please submit claims via FAX, EMAIL or MOBILE APP

Claim Form – DCAP Reimbursement

Please check here if new mailing address
 Please check here if new email address

Employer Name (Please Print) _____
Employee Last Name _____ **First Name** _____ **Middle Initial** _____
Address _____ **City** _____ **State** _____ **Zip** _____
Social Security Number _____ **Home Phone** () _____ **Work Phone** () _____
Employee Email Address _____

Dependent Care Claims

Please read the Reimbursement Account Rules and Claim Filing Instructions before completing this claim. Use a copy of this form if you need more space. All information below must be completed.

Service Period		Dependent Name	Age	Provider Name & Address	Provider Tax ID#/SS#	Amount
From	To					
						\$
						\$
						\$
						\$
						\$
Total						\$

Employee’s Certification for Disbursement

I certify that the expenses for reimbursement requested from my accounts were incurred by me (and/or my spouse and/or eligible dependents), were not reimbursed by any other plan, and to the best of my knowledge and belief, are eligible for reimbursement under my Reimbursement Plans. I (or we) will not use the expense reimbursed through this account as deductions or credits when filing my (our) individual income tax return. Any person who knowingly and with intent to injure, defraud, or deceive any insurance company, administrator, or plan service provider, files a statement of claim containing false, incomplete or misleading information may be guilty of a criminal act punishable under law.

Employee’s Signature _____ **Date** ____/____/____
mm/dd/yy

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For fastest reimbursement, please submit claims via FAX, EMAIL or MOBILE APP

Claim Form – Recurring Service Reimbursement (DCAP)

This form is used to request ongoing reimbursement from your Dependent Care Assistance Plan (DCAP) account. Contributions will be reimbursed to you on a per-pay-period basis. By completing this form you will not need to provide continuing documentation. Please complete all fields and include appropriate documentation stating your child will be attending throughout the year or during specific time frames. All information must be completed by you and your dependent care facility to receive reimbursement. CLAIMS WILL NOT BE PROCESSED WITHOUT YOUR SIGNATURE AND THE PROVIDER'S SIGNATURE.

A. Declaration of Services

I request reimbursement for the below listed time frame for qualified dependent care services. I certify that the services will be provided between the following dates:

Start Date (mm/dd/yyyy) _____ End Date _____

I have included signed copies of the independent provider's charges, in the total amount of \$ _____ for the dates indicated above.

NOTE: If you have any changes during the dates referenced above, please notify DataPath Administrative Services at (877) 685-0655, fax (501) 687-3282, or email benefits@datapathadmin.com

B. Participant Information

Employer Name (Please Print) _____

Participant Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ State _____ Zip _____

Social Security Number _____ Home Phone () _____ Work Phone () _____

Participant Email Address _____

Name(s) of Dependent(s) _____

C. Care Provider Information

Name of Care Provider _____

Address _____ City _____ State _____ Zip _____

Federal Tax ID Number _____

D. Signatures

Authorized Provider Signature _____ Date ____/____/____
mm/dd/yy

Participant Signature _____ Date ____/____/____
mm/dd/yy

NOTE: Your total reimbursement amount will be figured on the total annual amount you have elected, based on the number of payrolls that occur throughout the plan year. For questions regarding your maximum contribution amount, please contact DataPath Customer Service at (877) 685-0655.

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