

# Base 125 Cafeteria Plan

## Flexible Spending Account & Dependent Care Assistance Plan

The BASE® 125 Cafeteria Plan FSA & DCAP give you a way to set aside funds, on a pre-tax basis, to reimburse yourself for qualified health out-of-pocket medical and dependent care expenses. Allowing you to stretch your benefit dollars, as well as enjoy tax savings and increased take-home pay. Enjoy significant savings with pre-tax deductible contributions and tax-free distributions.

- **FSA** allows for the reimbursement of qualifying out-of-pocket medical, prescription, dental, and vision expenses.
- **DCAP**, otherwise known as a Dependent Care FSA, allows for the reimbursement of dependent care expenses, such as daycare expenses or pre-school expenses incurred by eligible dependents while their parents are working.



## HOW DOES IT WORK?

1

Your employer has chosen to offer the Flexible Spending Account (FSA) & Dependent Care Assistance Plan (DCAP). Eligibility to participate is 30 or more contracted hours per week.

2

As the employee, you will enroll and decide how much, on a pre-tax basis, to have taken out of your paycheck. These funds will be put aside to be used to pay for your eligible out-of-pocket health care expenses and dependent care expenses.

3

**FSA:** You elect to have your annual contribution deducted from your paycheck each pay period, in equal installments throughout the year, until you reach the yearly maximum you have specified. The amount of your pay that goes into an FSA will not count as taxable income, so you will have immediate tax savings. FSA dollars can be used during the plan year to pay for qualified expenses and services. Minimum contribution for each plan is \$300 annually. Maximum contribution for medical is \$3,200 annually. **DCAP:** Works the same way, however the maximum contribution for dependent care expenses is \$5,000 annually.

4

Accessing your information is simple with your convenient online account or the BASE Benefit mobile app. You will be able to view account detail, while also utilizing to submit claims and letting the system determine approval based on eligibility and availability of funds.

*If you do not use the money contributed to these plans you will forfeit these funds (use-it-or-lose-it). Rollover is also offered with the FSA, allowing up to \$640 in unclaimed funds to carry over to the following plan year's balance, reducing the use-it-or-lose-it risk.*

### Eligible FSA Expenses

#### Savings for You & Your Dependents

- **Out-of-Pocket Expenses** - co-pays, coinsurance, or deductibles for medical prescription, dental or vision plans
- **Medical Prescriptions** - pay for prescriptions, including those with health conditions requiring ongoing prescription medication
- **Vision** - glasses, contacts, or planning for LASIK surgery
- **Dental** - orthodontia, including braces, or dental expenses not covered by insurance

### Eligible FSA Expenses

#### Dependent Care Allowing You to Work

- **Dependent Under Age 13** - daycare, after-school care, preschool, or summer day camp
- **Dependent of Any Age** - provide care to those you claim as a dependent on your federal income tax return and who are mentally or physically incapable self-care

*The BASE® 125 Cafeteria Plan FSA & DCAP are designed to help set aside funds, on a pre-tax basis, to pay for qualified out-of-pocket health care and dependent care expenses.*

**Ask your benefits contact within your organization for more information!**

**1-800-309-8012 | [www.BASEonline.com](http://www.BASEonline.com)**