

So you enrolled in the FSAs.

NOW WHAT?

Congrats! You took the leap and enrolled in a flexible spending account (FSA). It's a really great way to save on items you're paying for anyway.

But beware the most common FSA pitfall: leaving money in your account!

Remember, the money you put in an FSA is yours — but only if you spend it on eligible expenses AND follow the rules for getting reimbursed.

Learn which expenses are eligible

Dependent Care FSA

You likely already know daycare and preschool expenses for your dependents under age 13 are eligible for reimbursement. But did you know these are too: summer day camp, in-home daycare and daycare expenses for your disabled dependents of any age? The key word here is "day." Overnight camps are not eligible.

Health Care FSA

The list of eligible health care expenses is long! It's a good idea to peruse that list because you may be overlooking common items that qualify for reimbursement. Things like first aid supplies, pregnancy tests, sunscreen and safety items like baby gates. Many over-the-counter drugs are eligible too, but most require a prescription.

Visit [myCigna.com](https://www.mycigna.com) for lists of eligible health and dependent care expenses. Or if you need more nitty-gritty details, go straight to the source: IRS publications 502 and 503.

Follow reimbursement rules

Dependent Care FSA

Submitting a claim is easy. Just make sure you have an original statement showing the date(s) of service and type of day care expense. (You can't use a bank statement.) Then log onto [myCigna.com](https://www.mycigna.com), click on Forms at the bottom of the page and follow the prompts. You can set up direct deposit to your bank account, and opt to receive alerts from Cigna on the status of your reimbursement requests.

One important note: You can only be reimbursed for dependent care expenses up to the amount in your FSA. So you may have to delay filing a claim until your FSA balance is enough to cover your expenses.

Health Care FSA

The FSA debit card you get from Cigna in the mail is the easiest way to spend your Health Care FSA funds. Just present the card at any vendor who accepts debit cards, and that amount will be deducted from your FSA balance. Be sure to save your receipts in case Cigna requests a copy. Or you can request reimbursement the old-fashioned way by completing the form on [myCigna.com](https://www.mycigna.com).

A cool thing: You can spend your entire plan year election on eligible health care expenses, even if you haven't made all your contributions yet. This is helpful if you have a large expense, like surgery, early in the year.

You have until March 15 of the following year to submit claims for Dependent Care FSA expenses. If you miss this deadline, you forfeit any money remaining in your account. The Health Care FSA offers a grace period to help you avoid the IRS "use it or lose it" rule. You can continue to incur eligible expenses until March 15 of the next year. Then you have until June 15 to file claims.

