

VANTAGEPOINT

BENEFIT ADMINISTRATORS

21-2022 Benefit Plan Instructions for Centenary College of Louisiana

Important Dates

Plan Year: The FSA plan year is 1/1/2022-12/31/2022.

Run Out Period - Expenses: There is a 90-day run out period in which to submit eligible expenses for reimbursement at the end of the plan year for ACTIVE employees. You may submit claims at any time during the year but no later than 90 days after the end of the plan year if you are an active employee.

Run Out Period - Termination: There is a 90-day run out period to submit claims in the case of termination (*only expenses incurred up to the termination date are eligible*).

How do my Benefits work?

FSA Benefit Summary

An FSA plan allows employees to pay for health related and dependent care expenses for you and your family on a pre-tax basis, thereby increasing take-home pay.

- **FSA Medical:** You may deduct up to \$2,850
- **FSA Dependent Care:** Single: Up to \$2,500 / Family: up to \$5,000.
- **FSA Carryover:** Up to \$570 of unspent FSA Medical funds may be carried over to the next plan year.

The Healthcare portion of your Flexible Spending account is pre-funded. This means on the first day of the plan year your full election amount is available to you. Out of pocket expenses can include copays, deductibles, OTC items, even expenses not covered by insurance.

The Dependent Care portion is not pre-funded and only contributions already made through payroll deductions are available to use. Dependent care expenses include care for your children who are 12 and under, so you or your spouse (if applicable) can work or attend school. Expenses include summer day camp, pre-k, after-school programs, babysitting.

How to Access your Funds

FSA Plan

You may use your VantagePoint Debit Card to pay for your medical, vision, dental and Rx expenses. If you are unable to use your card, please submit a claim with the invoice or Rx receipt. **You will receive a new debit card for the 2022 plan year due to plan administrator changes.**

All claims submitted for reimbursement must include the following items:

- Date of Service
- Recipient of Service
- Type of Service/Product
- Provider's Name & Address

Cancelled checks or credit cards receipt are not acceptable forms of documentation.

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Submitting Your Claim – Online, Fax or Mail

Submit a claim for reimbursement online via our <https://member.myvpbenefits.com> website

1. Save your EOB, invoice, or Rx receipt as a .pdf file
2. Click on “Transaction” tab on the navigation bar, then “Transactions”
3. Add a Transaction
 - Click on **Add Transaction, Transaction Type = Online Claim**
 - Upload the backup via the green upload box
 - Fill out all the red starred boxes
 - Choose your benefit plan
 - Click “add line item”
 - When done with all claim entries, click “submit”
 - A confirmation pop up box will display
4. If you cannot upload the receipt, complete claim form and fax along with the appropriate backup to 501-801-3897 or mail to: VantagePoint Benefit Administrators, Attn: Claims Department, 20 Blake Avenue, Lynbrook, NY 11563.
5. Claim reimbursements are made by check or direct deposit. Direct deposits are generally received 48-72 hours faster than check reimbursements. Add your bank account to your profile on your employee portal!

Submitting Your Claim - Mobile

Submit a claim for reimbursement online via our mobile app

1. Look for “Mobile Summit” by DataPath Inc. in your app store
2. Enter the expense details
3. Snap a photo of your receipt with your smartphone camera and submit

Contact Us

Member Services
claims@vantagepointbenefit.com
516-599-2120