



COUNTY OF LEHIGH

Office of Human Resources

FLEXIBLE SPENDING

The County of Lehigh has selected **TASC** as the administrator for the Flexible Spending Program consisting of the following accounts:

- Flexible Spending Account (FSA) – Medical
- Flexible Spending Account (FSA) – Dependent Care

This is a tax-favored program offered by the county and allows employees to pay for eligible out-of-pocket medical and dependent care expenses with pre-tax dollars allowing the employee an immediate discount on these expenses that equals the taxes the employee would otherwise pay on that money.

This program is completely voluntary and enrollment is available only during open season (Open Enrollment). Enrollment is only effective for one Benefit Period and the employee must re-enroll each benefit year that he / she chooses to participate.

For those employees participating in the FSA, you will receive your "Welcome" package from TASC at your home address. Your package contains a Participant Reference Guide and a "personalized" Request for Reimbursement form. A sample of the Participant Reference Guide and reimbursement form is attached. You must make copies of the reimbursement form BEFORE completion of the form in order to use the copies for future reimbursement requests. Instructions for ensuring prompt and accurate reimbursements can be found in the attached Reimbursement Tips.

Your "Welcome" package also contains a Debit Card. This feature allows you to use your card for payment of qualified expenditures covered under FSA. Reimbursement for eligible expenses can be done either through the Debit Card or the Request for Reimbursement form which will result in a check for eligible expenses. A list of eligible and ineligible expenses regarding your medical and dependent care is attached.

Please review the information you received from TASC regarding the set up of your account. **A valid email address is required to access MyTASC.** Since the county did not provide your email address, you must call customer service at 1-800-422-4661 to give TASC your email address to begin the process. Attached is a four-step process to set up your access to your TASC account.

Attachments: Participant Reference Guide
MyTASC Login Instructions (to set up your FSA account)
Sample of Request for Reimbursement
Reimbursement Tips
Out-of-Pocket Medical Expenses - Eligible & Ineligible Expenses (Partial List)
Dependent Care Qualifications and List of Eligible and Ineligible Expenses

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