

## Dependent Care FSA

A Dependent Care FSA lets you use pretax dollars to pay for eligible expenses related to care for your child, disabled spouse, elderly parent, or other dependent who is physically or mentally incapable of self-care, so you can work, or if you're married, for your spouse to work, look for work or attend school full time.

**Available Balance Amount** – the current balance in your DCFSA account is the amount you have contributed via payroll deductions into the plan, minus the amount you've been reimbursed from the account.

## Reimbursement Options:

### Option 1 – Standard Reimbursement Form

You can complete the [Reimbursement Form](#) that can be found on our website and return it to Asure to be reimbursed for an expense **you have incurred**. With this form you must either submit the itemized receipt for the expense(s) or have the dependent care provider sign the Dependent Care Affidavit on the form. Asure will process the claim within 3-5 business days and a reimbursement will be issued to you. The reimbursement cannot exceed your available balance amount in your account. Any amount that exceeds your available balance amount will be reimbursed to you when additional funds (contributions) become available.

### Option 2 – Dependent Care Constant Reimbursement Form

The most convenient option would be the DepCare Constant Reimbursement Form that can be found online after you log into your account. You only need to fill this out one-time per plan year, with the total amount you expect to incur in dependent care expenses for that plan year. Your dependent care provider is required to sign this form. Once this is submitted to Asure, you will start to receive reimbursement from your DepCare Account on a continuous basis, as funds (contributions) become available.

### Option 3 – Asure Benefits Card

If your employer offers the card under their plan and you have received an Asure Benefits Card, you are able to use the card at day care providers that use a *Merchant Category Code (MCC)* of 8351 or 8211. These are MCC issued by Mastercard. If your provider does not use any of these codes, you will not be able to use the benefits card at their facility. Please be advised, when using the benefit card you must save your itemized receipt for each card charge. Asure may request that you submit your receipt for substantiation purposes as required by [IRS](#). If you do not have an itemized receipt, please complete and return the Dependent Care Affidavit Form.

#### Questions?

You can reach Participant Services by calling 888-862-6272 or via email: [customercare@emangrove.com](mailto:customercare@emangrove.com)