

# Your 2023 Dependent Care Spending Account at a Glance



A Dependent Care Spending Account (DCSA) allows you to set aside money from your paycheck pretax to pay for child day care expenses and, in some cases, elder care expenses. When you pay less in taxes, you have more money in your pocket.

## Administrative fee

There is a \$2.32 monthly administrative fee that is deducted from your paycheck.

## Contributing to your DCSA

Your contribution limit is determined by your tax filing status.

- Married, filing separately: \$2,500
- Single, head of household: \$5,000
- Married, filing jointly: \$5,000

*The contribution limit for highly compensated employees is \$1,600.*

## Qualifying expenses

Eligible expenses are those incurred for someone (other than one of your dependents) to care for your child ages 12 or younger while you and your spouse, if married, work or look for work. This can include day care; general purpose day camps (overnight camp is not eligible); babysitting; before- and after-school care; nursery or preschool; and pre-kindergarten expenses. If you have a stay-at-home spouse, you should not enroll.

## Submitting claims for reimbursement

Your funds are available as you contribute throughout the year. However, you will not receive reimbursement until after the service has been provided. ASIFlex offers several easy ways to submit claims for reimbursement.

- **ASIFlex mobile app** Log in to your account, snap a picture of your itemized receipt and submit a claim via the app.
- **ASIFlex Online** Sign in to your online account to submit a claim.
- **Toll-free fax or mail** Download and complete a claim form.

Reimbursements will be made to you within three business days following receipt of a complete claim or service ending date, whichever is later.

## Use-it-or-lose-it account

You can use your funds for expenses incurred January 1, 2023, through March 15, 2024. You will forfeit funds left in your account after the reimbursement deadline, and you must re-enroll each year.

## Download the app

Search ASIFlex Self Service in your app store.

- Submit and view status of a claim.
- Submit documentation.
- View account details.
- Read secure account messages.

## ASIFlex Customer Service

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