Emergency Response Plan Changes for TASC Offerings

This document outlines important benefits as well as changes made to several of our existing TASC account offerings (listed below), either by legislative action or by TASC, in response to the current national emergency.

Click on each account/service offering to jump to the information page where you can learn about important benefits and/or changes designed to help you and your employees during this difficult time.

If you need to add any of these account/service offerings to your plan, please contact us at 1-833-433-1002.

Dependent Care Flexible Spending Account (DPFSA)

A Dependent Care FSA is an employee benefit account which allows employees to set aside pretax dollars to pay for work-related custodial care for a child under 13 years of age or a dependent over 13 who is mentally and physically incapable of self-care.

Why should you consider making a change?

The COVID-19 crisis has changed the work landscape in many ways including affecting an employee's dependent care needs.

What are the changes to consider?

- **Election Changes are Allowed:** Election changes to an employee's Dependent Care FSA can be made anytime the employee's dependent care needs have been affected (including mid-year elections for eligible employees).

  Consider the following election change needs:
  - Dependent care may not be needed during the crisis as the employee now works from home, is unable to get paid care so they remain home with their dependents.
  - There may now be need for care that did not exist before as now employee is an essential employee and rather than using a relative for care, they need paid care.
  - An essential services employee needs to change their day care arrangement because hours now differ which may increase the cost of care.

- **Implementing an Account Spend Down Provision is Allowed:** A spend down provision can be implemented to allow employees with a Dependent Care FSA who have terminated to spend down their accounts. This needs to be put in place prior to your plan year ending.

  Consider the following spend down scenario:
  - An essential employee with a dependent care account is terminated and finds another job.
  - They would benefit by being able to spend monies they had contributed to their Dependent Care FSA with you but had been unable to spend.

How do you get these changes implemented?

Current TASC Client:	If you are a current TASC client, you can affect an election change or spend down provision for your employees by doing one of the following: ⇒ Change online (election changes only) ⇒ Submit an online Support Request ⇒ Call TASC at 1-833-433-1002 for help
Not a current TASC Client:	Please work with your current benefits provider to effect these changes. If you self-administer your plan, you could affect these changes yourself.

Healthcare Flexible Spending Account (HFSA) -- includes Limited Purpose FSA

A Healthcare FSA is an employee benefit account which allows employees to set aside pretax dollars to pay for qualified out-of-pocket medical expenses (e.g., doctor's copays, prescription copays, deductibles, etc.) incurred by the employee, their spouse, and dependents.

Why should you consider making a change?

The COVID-19 crisis has drastically changed the medical landscape and thus the medical care needs of the employee.

What are the changes to consider?

- **Election Changes are Allowed:** Election changes to an employee's Healthcare FSA can be made anytime the employee's healthcare needs have been affected (including mid-year elections for eligible employees).

  Consider the following election change needs:
  - Employee may have increased medical needs related to COVID-19-related care and thus need to increase their election.
  - Employees may have decreased medical needs as they are forced to put off non-elective care to a later time, maybe even until a new plan year.
  - Employees that are FSA eligible but waived coverage at the beginning of the year may be faced with unforeseen COVID-19-related expenses.

- **Over-The- Counter Drugs and Medicines are now reimbursable going back to Jan. 1, 2020:** Employees can now be reimbursed for OTC Drugs and Medicines, as well as menstrual care products.

  Consider the following:
  - Employee will now be able to purchase and be reimbursed for OTC drugs and medicines (e.g., aspirin, allergy medicines, and menstrual products).
  - While it will take a while for retailers to update their system, which is required for the TASC Card to work for these items, the employee can still submit for reimbursement online.

- **Increasing or Implementing Grace Period is Allowed:** A spend down provision can be implemented to allow employees with a Healthcare FSA who have terminated to spend down their accounts.

  Consider the following grace period need:
  - Employee has monies they have not been able to spend due to stay-at-home mandates and quarantines.
  - Implementing a grace period, or extending the one you have in place, affords the employee more time to spend their remaining FSA funds. This needs to be put in place prior to your plan year ending.

- **Increasing or Implementing a Carryover is Allowed**

  Consider the following carryover need:
  - Employee has leftover FSA funds they have not been able to spend due to stay-at-home mandates and quarantines.
  - Implementing a carryover allows employees to use their leftover funds into the next plan year. This needs to be put in place prior to your plan year ending.

- **Increasing your Runout Period**. This needs to be put in place prior to your plan year ending.

  Consider the following runout period need:
  - Employee has expenses from the previous plan year and are unable to get missing receipts from insurance carriers, doctors, and hospital as the COVID-19 crisis has assigned these tasks a low priority.
  - Employees need extra time to get the required documentation for expenses in order to avoid forfeiting their funds.

- **Make sure your plan allows for the reimbursement of FDA Approved COVID-19 Testing Expenses**

  Consider the following regarding COVID-19 related diagnostic expenses:
  - Federal regulations mandate that FDA approved COVID-19 diagnostic testing and related expenses (urgent care visits, etc.) be covered by health plans.
  - Keep in mind your Healthcare FSA is considered a health plan.

How do you get these changes implemented?

Current TASC Client:	If you are a current TASC client, you can affect any of these changes by doing one of the following: ⇒ Change online (election changes only) ⇒ Submit an online Support Request ⇒ Call TASC at 1-833-433-1002 for help As to the reimbursement of COVID-19 diagnostic related expenses, there is no need to contact TASC as we will automatically implement this change.
Not a current TASC Client:	Please work with your current benefits provider to effect these changes. If you self-administer your plan, you could affect these changes yourself.

Health Reimbursement Arrangement (HRA) -- all HRAs reimbursing 213(d) expenses

An HRA is an employer-funded employee benefit account which reimburses employees for qualified out-of-pocket medical expenses (e.g., doctor's copays, prescription copays, deductibles, etc.) and in some cases premium expenses incurred by the employee, their spouse, and dependents.

Why should you consider making a change?

The COVID-19 crisis has resulted in federal regulations that mandate that FDA approved COVID-19 diagnostic testing and related expenses (urgent care visits, etc.) be covered by health plans. Keep in mind your HRA is considered a health plan.

What are the changes to consider?

- **Make sure your plan allows for the reimbursement of FDA Approved COVID-19 Testing Expenses**
- **Over-The- Counter Drugs and Medicines are now reimbursable going back to Jan. 1, 2020:** Employees can now be reimbursed for OTC Drugs and Medicines, as well as menstrual care products.

  Consider the following:
  - Employee will now be able to purchase and be reimbursed for OTC drugs and medicines (e.g., aspirin, allergy medicines, and menstrual products).
  - While it will take a while for retailers to update their system, which is required for the TASC Card to work for these items, the employee can still submit for reimbursement online.

How do you get these changes implemented?

Current TASC Client:	As to the reimbursement of COVID-19 diagnostic related expenses, there is no need to contact TASC as we will automatically implement this change.
Not a current TASC Client:	Please work with your current benefits provider to effect these changes. If you self-administer your plan, you could affect these changes yourself.

Health Savings Account (HSA)

An HSA is an employee benefit account to which the employee contributes (often on a pretax basis) and in some cases the employer contributes, which is geared toward the reimbursement of qualified out-of-pocket medical expenses (e.g., doctor's copays, prescription copays, deductibles, etc.) incurred by the employee, their spouse, and dependents.

Why should you consider making a change?

Employees should be made aware of their opportunity to make additional contributions to their HSA during this extended time period. With the COVID-19 crisis, tax matters have taken a back seat to the daily needs of many employees, so it is good to know as we come out of this crisis that the employee has this extra time to take advantage of this provision.

What are the changes to consider?

- **Deadline for Employee 2019 HSA Contributions** has been extended by the Internal Revenue Service (IRS) from April 15 to July 15, 2020.
- **Over-The- Counter Drugs and Medicines are now HSA eligible going back to Jan. 1, 2020:** Employees can now pay for OTC Drugs and Medicines, as well as menstrual care products.

  Consider the following:
  - Employee will now be able to purchase OTC drugs and medicines (e.g., aspirin, allergy medicines, and menstrual products).
  - It may take a while for retailers to update their system, which is required for the TASC Card to work for these items.

How do you get these changes implemented?

Current TASC Client:	If you are a current TASC client, you can advise your HSA participants to contribute by doing the following: ⇒ Complete a Contribution Form, attach a check, and mail to the TASC address on the form.
Not a current TASC Client:	Please work with your current HSA provider to assist your employees in effecting these contributions.

Transit and Parking Accounts

Transit and Parking Accounts are each an employee benefit account which allows employees to set aside pretax dollars to pay for travel-to-work-related transit and parking expenses.

Why should you consider making a change?

The COVID-19 crisis has changed the work landscape in many ways including affecting an employee's to and from work transportation needs. Employees may have transit trips purchased that they cannot use, and essential workers may have switched their mode of transportation from transit to parking and need their transit contributions for parking.

What are the changes to consider?

- **Transit Refunds Can Be Obtained:** If participant goes to transit station to get refund on their Metro Card, the refund on the TASC Card should go into their Transit Account.
- **Parking Can be Substituted for Transit:** To switch from a Transit Account to a Parking Account, an employee can simply change election by contacting TASC. We can move monies from Transit to Parking.

How do you get these changes implemented?

Current TASC Client:	If you are a current TASC client, you can affect any of these changes by doing one of the following: ⇒ Change online (election changes only) ⇒ Submit an online Support Request ⇒ Call TASC at 1-833-433-1002 for help
Not a current TASC Client:	Please work with your current benefits provider to effect these changes. If you self-administer your plan, you could affect these changes yourself.

Student Loan Reimbursement Account

A Student Loan Reimbursement Account is an employer-funded employee benefit account which reimburses employees for student loan payments.

Why should you consider making a change?

If you have a Student Loan Reimbursement Account in place for your employees, you need to be aware of the potential suspension of payment for your employees and possibly adjust downward the money allotted for these accounts.

What are the changes to consider?

- **Repayment Suspension:** The Department of Education has made it possible for borrowers to suspend their Student Loan Payments through September 30, 2020 without penalty or interest.
- **Employer Payments Now Excluded from Income:** Qualifying student loan repayments of up to $5,250 annually made by the employer on behalf of an employee are excluded from the employee's income for income tax purposes.

  Consider the following:
  - Put a Student Loan Reimbursement Account in place to assist your employee on making those student loans during this time of crisis.

How do you get these changes implemented?

Current TASC Client:	If you are a current TASC client, you can lower your annual allotment for your Student Loan Reimbursement Account by doing one of the following: ⇒ Submit an online Support Request ⇒ Call TASC at 1-833-433-1002 for help
Not a current TASC Client:	Please work with your current Student Loan Reimbursement Account provider to lower these allotments. If self-administered, you can affect these changes yourself.

Family Medical Leave Act (FMLA)

The Family Medical Leave Act is a federal law that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Why should you consider making a change?

These changes to FMLA are federal law and a could result in fines, penalties or lawsuits if not properly implemented and administered.

What are the changes to consider?

- **Additional FMLA Requirements:** The Families First Coronavirus Response Act (HR 6201), which expires on 12/31/2020, now requires that employers under 500 employees provide up to twelve (12) weeks of FMLA Leave for "a qualifying need related to a public health emergency."

  Details are as follows:

  - Applies to employers with fewer than 500 employees. Exception exists for employers fewer than 50 employees when the imposition of such requirements would jeopardize the viability of the business as a going concern.
  - Employers with over 500 can also implement but are not required.
  - This "qualifying need" is instances where an employee is unable to work - or telework - due to the need to care for a child if the child's school or place of childcare has been closed or the childcare provider is unavailable, due to a public health emergency.
  - Employee granted leave must have been employed for at least 30 days.
  - Initial ten (10) days is unpaid leave.
  - Employee can opt to substitute accrued vacation, personal, or sick leave.
  - The remaining FMLA leave must be paid not less than *two-thirds* of the employee's regular rate, for the number of hours the employee would otherwise be scheduled to work.
  - However, this new iteration limits the amount of required pay for leave to no more than $200/day and $10,000 total.
  - Job protection applies with limited exception. Job protection does not apply to the following circumstances:
    - Employers with less than 25 employees.
    - If position no longer exists upon return to work due to economic conditions or other changes caused by the COVID-19 emergency.
    - The employer has made reasonable efforts to restore the employee to an equivalent position.

How do you get these changes implemented?

Current TASC Client:	If you are a current TASC client, these new regulations will be implemented and administered in accordance with our services. To add FMLA services, please call TASC at 1-833-433-1002.
Not a current TASC Client:	Please work with your current FMLA administrator implement these changes. If you self-administer your plan, you could affect these changes yourself.

COBRA

For employers with more than 20 employees, the Consolidated Omnibus Budget Reconciliation Act (COBRA) requires an extension of group health benefits to employees and their families who lose their health benefits because they have experienced specific qualifying events.

Why should you consider making a change?

COBRA is federal law and if you are an applicable employer fines, penalties and lawsuits could result for failure to follow COBRA requirements.

What are the changes to consider?

- **Businesses Closing with Loss of Health Coverage(s):** COBRA provides that If health insurance was lost as a result, standard COBRA rules apply.

  Please note the following:
  - Nothing keeps employer from being more generous than law requires and continuing health coverage during closure.
  - COBRA applies to HFSAs (special rules), HRAs, dental, and vision in addition to traditional health coverage.
  - If State Continuation applies, the state's specific standard rules apply (Note: most states do not recognize reduction in hours as a triggering event for continuation).

- **Business Reducing Employee Hours Affecting Health Eligibility:** If resulting reduction causes employee to lose eligibility and thus health coverage, standard COBRA rules apply.

How do you get these changes implemented?

Current TASC Client:	If you are a current TASC client, you can contact TASC at 1-833-433-1002 regarding your specific situation or to add COBRA administration services.
Not a current TASC Client:	If you are not a current TASC client, you can work with your current COBRA administrator to implement these requirements if applicable. If you self-administer you plan, you could implement these requirements yourself.