

## DEPENDENT CARE REIMBURSEMENT ACCOUNTS (DCRA)

### Save using a DCRA



*Pay for dependent care with tax-free dollars*



*Reduce your taxable income amount*

**To qualify, the dependent care must be essential for you and your spouse:**

- to work
- to look for work
- to attend school full-time

### How a DCRA works

With a DCRA, you are able to make pre-tax payroll contributions to pay for dependent care expenses.

1. Determine the amount you would like to contribute for the year. The maximum annual DCRA election allowed is \$5,000 per household. Unlike medical flexible spending accounts, your annual DCRA funds are not available upfront. Funds are only accessible as they are deposited with each payroll deduction.
2. Pay dependent care costs out-of-pocket.
3. Submit expenses for reimbursement either through the HealthEquity member portal, or by using the DCRA Reimbursement form. Recurring DCRA claims can be scheduled for the duration of the plan year.

### USE IT OR LOSE IT

DCRA funds **do not** roll over year after year. You must use your DCRA dollars within the plan year or they will be forfeited.

### Remember...

Remember to save all receipts, which are required for reimbursement and validation of expenses.

HealthEquity offers an easy-to-use Documentation Library that allows you to upload and store receipts within the member portal.

## QUALIFIED DEPENDENT CARE EXPENSES

To be considered qualified, dependents must meet the following criteria:

- Children under the age of 13
- A spouse who is physically or mentally unable to care for him/herself
- Any adult you can claim as a dependent on your tax return that is physically or mentally unable to care for him/herself

### Eligible expenses

- Babysitter inside or outside household
- Before and after school or extended day programs
- Custodial childcare or eldercare expenses
- Day camps
- Daycare centers
- Household employee whose services include care of a qualifying person
- Late pick-up fees
- Looking-for-work expenses
- Nanny expenses
- Preschool/nursery school for pre-kindergarten
- Sick-child care center
- Summer day camps

### Ineligible expenses

- Educational/tuition expenses
- Expenses paid to child of participant
- Field trip expenses
- Food, clothing, education, or entertainment expenses
- Household services
- Incidental expenses
- Overnight camps
- Payments for care while on a leave of absence, or while on maternity, or other medical leave
- Payments for care while you are on vacation or due to illness
- Payment for services not yet provided
- Payments for care where you are not the custodial parent



## ACCOUNT MENTORS

Our team of specialists based in Salt Lake City is available every hour of every day, providing you with the tools and information you need to optimize your DCRA.

 866.346.5800