



Enroll or Re-Enroll in a Flexible Spending Account

Flexible Spending Accounts (FSAs) are tax-advantaged accounts that you can use to pay for eligible medical, prescription, dental, vision, day care expenses and work-related commuting expenses, even if you are not enrolled in an MCG health plan. MCG continues to offer three money-saving FSAs in 2025: Health Care FSA, Child Care FSA and Commuter Choice Mass Transit FSA.

How it works: Your elected amount is deducted from your paycheck each pay period—prior to Federal, State and FICA taxes being calculated—so you pay less in taxes. That amount is placed in your FSA. You then use your tax-free FSA funds to pay for IRS qualified medical expenses, dependent care expenses or expenses related to using mass transit to commute to work.

You must re-enroll during Open Enrollment if you want to participate in the Health Care or Child Care FSA for plan year 2025. Per IRS regulations, Health Care & Child Care FSA plan participation does not carry over from year to year. You do not, however, need to enroll or re-enroll in the Commuter FSA during Open Enrollment as you can enroll or drop the commuter FSA at any time throughout the year.

	Health Care FSA	Child Care FSA	Commuter Choice Mass Transit FSA
Who is eligible to participate?	All benefit-eligible MCG employees	All benefit-eligible MCG employees	Only available to MCGEO and unrepresented employees. IAFF, FOP employees are not eligible to participate.
Election period	Your election is based on participation for the entire plan year (Jan 1 – Dec 31). No changes are permitted without a qualifying life event.	Your election is based on participation for the entire plan year (Jan 1 – Dec 31). No changes are permitted without a qualifying life event.	You may opt in or out of this program on a monthly basis without needing a qualifying life event. All changes are effective on the 1 st of the month.
Maximum contribution limit	Your election is annual. \$3,200 max	Your election is annual. \$5,000 max (for single taxpayers and married couples filing jointly) \$2,500 max (for married filing separately)	Your election is monthly. \$230 max for MCGEO \$300 max for Unrepresented
Eligible expenses	Medical, over-the-counter, and prescription drug, dental, vision, and hearing expenses, including copays, coinsurance, and deductibles. For a complete list of eligible expenses, visit www.montgomerycountymd.gov/oe	Day care, elder care, before/after school care, or babysitter fees for your children under age 13 or any adult residing with you for more than 6 months of the year who is mentally or physically incapable of self-care so that you may go to work.	Work-related parking and transit expenses, such as Metro, Marc train, Vanpool, Ferry, Lyft Line or Uber Pool.
Deadlines to use your remaining 2024 FSA funds	Use funds by March 15, 2025. Submit claims by April 30, 2025.	Use funds by March 15, 2025. Submit claims by April 30, 2025.	Funds roll over month to month. Must submit claims within 180 days of the expense.
Deadlines to use your 2025 FSA funds	Use funds by March 15, 2026. Submit claims by April 30, 2026.	Use funds by March 15, 2026. Submit claims by April 30, 2026.	

Use it or lose it?	Yes. If you do not use your funds by the deadline above, you will forfeit those funds.	Yes. If you do not use your funds by the deadline above, you will forfeit those funds.	No, but you must submit claims within 180 days of the expense incurred date.
Using funds	Funds can be spent on the first day of the plan year. They do not need to be accrued. Pay for expenses directly at the time they are incurred using your FSA debit card or receive reimbursement by submitting a claim form.	Funds must be accrued before they can be spent. Pay with your FSA debit card if you have enough funds to cover the expenses. If not, use your own funds, and once you have enough to cover the balance, submit a claim form to receive reimbursement.	Use your FSA debit card for transit expenses. For parking expenses, you may use your debit card or use your own funds and then receive reimbursement by submitting a claim form.

Keep Your Receipts!

IRS rules require FSA administrators to substantiate the eligibility of all claims, including those transactions using FSA debit cards. Some types of expenses, such as doctor visit and prescription drug copays, can be automatically substantiated because copays are predictable amounts. Others will require a copy of your receipt to the FSA administrator, Voya. Voya offers a mobile app for submitting receipts and reimbursement. Enjoy the convenience of being able to just snap a picture of your receipt and uploading it through the mobile app.

Revised September 2024