



**United
Administrative
Services**

Benefits administration
with a personal touch.

Health Reimbursement Account (HRA) 101

Presented by Sandy Stephenson and Teresa Farias

A few housekeeping items before we begin

- This session will be recorded, the taping of the session will be used for future Q&A's.
- Remain on mute during the presentation (the mute button is found on the left-hand corner of your screen)
- Add questions to the chat box, the moderator will answer questions at the end of the presentation.

Plan Rules

- This presentation is a summary of the HRA rules of the Plan. It does not cover every provision or address all issues that may be relevant to your situation. To fully understand your benefits, you should refer to your Summary Plan Description.
- If the language of the Plan's rules and regulations conflict with this notice, the language of the Plan's rules and regulations are to govern.

Agenda Items

- What is an HRA?
- HRA Contributions
- Who is Covered under HRA Benefits
- What Can Be Paid Using HRA Funds
- Eligible vs Non-Eligible Items
- Items Covered Only by **Letter of Medical Necessity**
- Itemized Receipts
- On-Line Access
- How to File Claims
- Claim Filing Time Limit

What is an HRA?

Health Reimbursement Account (HRA), is an IRS-approved, employer-funded health plan from which employees are reimbursed tax-free for qualified medical expenses. It can be used to pay eligible health care costs that are not otherwise covered by the Plan. Unused amounts may be rolled over to be used in subsequent years. The employer funds the account, and the Trust Plan owns the arrangement.

The Contribution going into your HRA Plan

- Contribution rate – Please refer to your Local Union Contract
- HRAs can only be funded by employer contributions. Employee contributions are not permitted.
- Funds are deposited on a Monthly Basis into Your Account
- The Plan has a skip month on payment of hours worked (example):
 - The hours worked in May are received by the Administrator in June and will show in your account in July

Who is Eligible to use your HRA Benefit

The following people may use your HRA Benefit:

- The Member
- The Spouse /Domestic Partner of the Member as long as they are enrolled on the Medical Plan as a Dependent
- The Children/ Stepchildren of the Member, as long as they are enrolled on the Medical Plan as a Dependent
- When you die, your eligible dependents can continue to use your HRA balance as long as they continue to be covered by the Plan. If you don't have any eligible dependents, your HRA balance is forfeited to the Plan.

What Can Be Paid Using HRA Funds?

HRA Funds can be used to pay for:

- Qualified Medical, Dental and Vision Expenses (including some over the counter items)
- Cobra Premiums (other insurance premiums do not qualify)

Eligible vs Non-Eligible Items

Eligible Items include:

Medical

- Copays/ Coinsurance
- Alcoholism and Drug Addiction Treatment
- Hearing Exams/ Hearing Aids
- Physical Therapy
- Acupuncture/ Chiropractic
- Office Visits/ Exams
- Medically Necessary Surgery
- Prescription Drugs
- Vaccinations/ Immunizations
- Labs/ X-Rays
- Medical Specialist
- Ambulance Services
- Counseling (marriage counseling excluded)
- Durable Medical Equipment (ex. Crutches, Wheelchair, Hospital Bed, Prosthesis)
- Arches/ Orthopedic Shoes
- Abdominal/ Back Support
- Medical Alert Bracelet/ Necklace

*A full list of eligible and non-eligible items can be found under Tools & Support in your HRA online account

Eligible vs Non-Eligible Items

Eligible Items include:

Dental Services

- Exams/ Teeth Cleaning
- Dental X-Rays
- Dentures
- Extractions
- Fillings
- Orthodontia/ Braces
- Oral Surgery
- Gum Treatment

Vision Services

- Eye Exams
- Eyeglasses
- **Prescription** Sunglasses
- **Prescription** Safety Glasses
- Contact Lenses
- Laser Eye Surgery
- LASIK Surgery/ Radial Keratotomy

Eligible vs Non-Eligible Items

Over the Counter Eligible Items that require itemized receipt:

- Allergy/ Sinus Medications
- Cough, Cold and Flu Medication
- Feminine Hygiene Products
- First Aid Supplies
- Gastrointestinal Aids
- Heating Pads/ Hot Water Bottles
- Heat Wraps/ Ice Packs
- Nasal Sprays for Congestion
- Pain Relievers (ex. Advil, Tylenol, Motrin)
- Pre-natal Vitamins
- Supports/ Braces (ex. Ankle, knee, wrist)
- Health Monitors (ex. Thermometers, blood Pressure Cuff)
- Denture Adhesive
- Contact Lens Solution

*A full list of eligible and non-eligible items can be found under Tools & Support in your HRA online account

Eligible vs Non-Eligible Items

Non-Eligible Items include:

- **Cosmetic Surgery**
- **Massage (unless medically necessary- Prescription Required)**
- **Fitness Programs/ Exercise Equipment/ Gym Dues**
- **Lotions/ Moisturizers/ Cosmetics/ Toiletries**
- **Marriage Counseling**
- **Teeth Whitening/ Bleaching**
- **Hair Loss Medication/ Hair Removal Products/ Hair Transplants**
- **Protection Plans**
- **Monthly Payment Plans**
- **Subscription Chiropractic/ Acupuncture Plans/ Massage**
- **Payments to Collection Agencies**

*A full list of eligible and non-eligible items can be found under Tools & Support in your HRA online account

Items that are Only Covered with Letter of Medical Necessity

The following items are **examples** of items only covered with a letter of medical necessity from your doctor.

- Vitamins and Supplements
- Massages
- Cosmetic Surgery (ex. breast reconstruction after breast cancer)
- Vaporizers/ Humidifiers/ Air Purifiers
- Weight Loss Programs (excluding meal replacements)

*A full list of eligible and non-eligible items can be found under Tools & Support in your HRA online account

To be reimbursed for these expenses, a completed claim form must be submitted to UAS along with the following:

- A Letter of Medical Necessity from the from the prescribing doctor
- A customer receipt/ bill that reflects the date, the amount of the purchase and detailed information.
- The Letter of Medical Necessity form can be found by logging into your account:

Go to Tools & Support / Documents & Forms/ Forms/ Letter of Medical Necessity

Why Itemized Receipts are Needed for Reimbursement

	Health Reimbursement Arrangement (HRA)
Definition	An HRA is an employer-funded plan that may be used to reimburse employees for qualified medical expenses.
Who “owns” account?	The Trust Plan
Where are funds held?	The Trust Plan
Annual maximum limit on contributions [www.irs.gov]	No
What reimbursement options are offered?	Debit Card ACH Paper Check
Is validation of eligible expenses required by the IRS?	Yes

Why Itemized Receipts are Needed for Reimbursement

- To receive reimbursement, you must submit proof that you incurred an eligible expense. To be approved, your documentation must show the service or product purchased, the amount incurred, and the date of the service or sale. If the expense is eligible for reimbursement, your Administrator approves the expense and reimburses you up to maximum allowance amount. You choose which out-of-pocket qualified medical expenses you would like to submit for reimbursement.
- You must have confirmation that services have been performed.
- Unused account balances will be rolled over to the following plan year provided your employer continues to offer the program.

Why Itemized Receipts are Needed

Under IRS Rules, the Plan is required to determine if an expense is an eligible health care expense.

- The IRS requires that the Plan have documentation supporting all reimbursements from the HRA.
- HRA benefits receive tax-favorable treatment. The employer contributions going into the HRA are not considered income to you. Also, the reimbursement to you is not a taxable event as long as it is used to pay for what the IRS considers eligible health care expenses. To continue to receive the tax-favorable treatment, the Plan is required to follow the IRS rules for what are eligible health expenses and the requirements for substantiating the expenses.
- If you use the HRA Benefits Card, the Plan will first try to approve the expense based on the information known by the Plan. However, the Plan may need more information from you. If that is the case, you will receive a notification requesting more information about the expenses, like an itemized receipt. The itemized receipt must include the merchant or provider name, services received, or item purchased, date of service, and amount of the expense. A credit card receipt is insufficient proof of the expense. **You must provide the information requested.**
- If you do not use the HRA Benefits Card, you will have to submit a claim for reimbursement to United Administrative Services, online, or through the mobile app. When you submit a claim, you will have to submit an itemized receipt for the expense for the expense to be approved.

Why Itemized Receipts are Needed

- If you receive a notification from the Plan requesting information about an expense, **YOU MUST RESPOND AND PROVIDE THE REQUESTED INFORMATION.**
- **FAILURE TO RESPOND WILL CAUSE YOUR HRA BENEFITS CARD TO BE SUSPENDED!**
- If you receive a notification from the Plan requesting information about an expense, you **MUST** respond with the requested information. If you do not respond timely, the Plan is required by the IRS rules to suspend your HRA Benefits Card, and the expense will be considered an improper payment from the Plan. **The Plan will then take the following corrective action:**
 - Suspend the HRA Benefits Card until the improper payment is recovered by the Plan, and
 - Require you to repay the improper payment, either by repayment to the Plan or offset against later expenses that are eligible for reimbursement

If your HRA Benefits Card is suspended, you can still submit a request for reimbursement to United Administrative Services, online, or through the mobile app.

Why Itemized Receipts are Needed

Uploading your Requested Receipts

It's easy to upload a requested receipt through your HRA online access or your UAS/HRA mobile app.

To upload through your Online access:

- Log into your account and click on “tasks” on the home page.
- Click on the message requesting receipts.
- The list of your transactions will be listed. On the right side of the page, click on the “upload button”. You will then be able to choose your saved documents and receipts to upload.

To upload through the Mobile app:

- Log into your account and click on “tasks” on the home page.
- Click on the message requesting receipts.
- The list of your transactions will be listed. Click on the transaction you want to upload the document to.
- Click “new receipt” and you will see your upload options.

Why Itemized Receipts are Needed

- Per the IRS regulations, it is the participant's responsibility to keep and submit the requested itemized receipts or EOB's. Many health providers, especially the larger ones, (ex. Kaiser, Sutter, Stanford, etc.) do consolidated monthly billing.
- We are working with Anthem and Kaiser to receive weekly file feeds to help mitigate your having to submit substantiation of HRA debit card transactions.
- If the participant has made a partial payment or full payment on a consolidated bill, the system is not going to recognize the file feed data, therefore, documentation from the participant will be needed to substantiate the HRA debit card transaction.

How to Set-Up On-Line Access to Your HRA

- You will need to log in from a laptop , desk top computer or a web browser via a mobile phone
- This is the link that you will use: <https://uasbpppt.lh1ondemand.com>
- **Please log in as an existing user**
- User ID: First initial Full Last Name last 4 digits of your SSN# (no spaces).
Ex. Jsmith1234
- Password:
 - New Hires: **IB332** or **SCOMM** depending on which plan you are enrolled in
 - Current Members (including those who never logged in): Please contact the Administrator.

How to File Claims for Reimbursement

➤ Online Claim Filing

- Log into your HRA account
- Click on “Reimburse Myself” button
- Follow the Steps to complete your submission
- **You will be asked to upload supporting documentation for your claim**

➤ Paper Claim Filing

- Print the claim form
 - Go to your online HRA account
 - **Go to Tools & Support / Documents & Forms/ Forms/ HRA Form**
 - Contact the Administrator
- Complete form and Submit **with supporting documentation:**
 - **Email: HRA@uastpa.com**
 - **Fax: 408-288-4439**
 - **Mail: UAS, PO Box 5057, San Jose, CA 95150-5057**

Time Limit on Filing HRA Claims for Reimbursement

- You have 12 months from the Date of Service to use your HRA card to pay for an expense or to submit a claim for reimbursement.
- Any Payment/ Reimbursement requests filed after this time frame will be denied.

Questions?

Please type your questions in the Chat Box.

Thank you for attending!

Administrator Contacts:

- **General HRA Questions:** HRA@uastpa.com
- **IBEW 332: Marlene Hernandez:** mhernandez@uastpa.com or 408-288-4433
JoAnn Rashid: jrashid@uastpa.com or 408-288-4493 or 650-393-0180
- **Sound and Communications:**
Marlene Hernandez: mhernandez@uastpa.com or 408-288-4433
JoAnn Rashid: jrashid@uastpa.com or 408-288-4493 or 650-393-0180
- **Escalated HRA Issues:** Teresa Farias: tfarias@uastpa.com or 408-288-4460