



## 2018 Open Enrollment & Health Benefits Frequently Asked Questions (Uniform Police Employees)

### Open Enrollment

#### ***What is open enrollment?***

Open enrollment is the one time each year when employees can make changes to their health benefits without experiencing a Qualifying Life Event. Employees can add or remove dependents, as well as select a different health plan during open enrollment. Employees can also establish or re-establish a Flexible Spending Account (FSA).

#### ***How do I enroll?***

You can enroll online by logging into the Employee Self Service (ESS) System at [www.sanantonio.gov/easi](http://www.sanantonio.gov/easi). You will be asked to enter your User ID and password. Enrollment instructions can be found online at [www.sanantonio.gov/openenrollment](http://www.sanantonio.gov/openenrollment).

#### ***What are my health care plan options?***

You have two plans options to consider for 2018 – Police CDHP and Police Value.

#### ***What should you consider when selecting a health care plan?***

Some things you should consider when selecting a plan include the regular and anticipated medical needs and prescription medications for you and / or your dependents. You should also consider the total cost of the health care plan, including the annual premium and whether you usually meet your deductible.

#### ***Are there any tools to help me understand my benefits and select a plan?***

Yes. There are several tools and resources you can access on the [Human Resources website](#):

- [Police Benefit Matters benefits guide](#) – This document provides you with an overview of your health benefits.
- [Benefits Information Video Library](#) – The library features informative videos covering topics such as open enrollment, Flexible Spending Accounts, your medical plan options, and more.

#### ***The videos often reference “networks.” Are they different for the Police CDHP versus the Police Value plan?***

No. The City contracts with Blue Cross and Blue Shield of Texas for network utilization for both plans. Those enrolled in the Police CDHP have access to the same network of health care providers and facilities as those enrolled in Police Value.

***Where do you find in-network providers?***

You can find in-network medical care providers and facilities at [www.bcbstx.com](http://www.bcbstx.com).

***Who can I speak to if I have any questions about Open Enrollment?***

Police employees can speak with any member of the Police Department’s Employee Relations Team – Victor Mancha, 207-4823; Stephanie Wenzel, 207-7671; Andrea Marquez, 207-8275; or Josiah Gonzalez, 207-7603 – or contact Human Resources at 207-8705 for assistance during open enrollment. Employees will also have access to tools and resources online through the [Open Enrollment One-Stop Shop](#).

**Consumer-Driven Health Plan (CDHP)**

***What is the Consumer-Driven Health Plan?***

The Police CDHP plan allows you to have more control over how your health care dollars are spent. It is similar to the Police Value plan in that it includes co-insurance, deductibles, in-network preventive screenings at 100%, and the freedom to select your health care providers from a nationwide network.

It differs from the Police Value plan in that you are responsible for 100% of the cost of your health care services until you meet your deductible. The plan features a Health Savings Account (HSA). You can read more about the Consumer Directed Health Plan in the [Police Benefit Matters guide](#) or watch the video in our [video information library](#).

***How are the benefits paid with a Consumer-Driven Health Plan?***

You may use your HSA dollars to pay for out-of-pocket health and pharmacy costs when you use your plan. Remember, you must first meet your deductible before the plan begins paying 80% for eligible services.

***Can my dependents have other coverage if I have the Consumer-Driven Health Plan?***

Yes. You can use the funds in your HSA to pay for your dependent’s out-of-pocket medical expenses.

***Who determines how much you contribute to an HSA?***

The Internal Revenue Service (IRS) regulates the maximum allowable contribution to an HSA.

**Health Savings Accounts (HSA)**

***What is an HSA?***

An HSA is a type of savings account that allows you to pay for health care expenses and / or save for your future health care needs.

***When will the funds in my HSA be available to use?***

The City will make a one-time contribution per year to your HSA account of \$1,500. The City’s contribution is usually made the first pay day in January. If you have decided to make additional

contributions to your HSA, your deductions will be made on a bi-weekly basis through payroll deductions.

***I am enrolled in Police CDHP, but I have other medical coverage, too. Am I eligible to open an HSA?***

No. Since you have medical coverage other than Police CDHP, you are not eligible to open an HSA and will not receive the City’s contribution of \$1,500; however, you can open a Health Care Flexible Spending Account (FSA).

***Can you have an HSA and a Health Care FSA?***

No; however, you can sign up for a Daycare / Elder Care Flexible Spending Account.

***Can HSA dollars be used for dependents not on my plan, but for health care-related expenses?***

Yes. You may use your HSA account to pay for the eligible expenses of your tax dependents.

***If I switch plans next year, what will happen to the funds in my HSA?***

The funds you accumulate in your HSA will always be yours, even if you switch plans.

***What happens if I use HSA dollars for non-health care-related expenses?***

The IRS will impose income tax and a 20% penalty on you for using HSA funds for non-health care-related expenses. There is an exception to this rule for account holders who are age 65 or older.

***Can I keep using my HSA money if I change plans?***

Yes. The funds in your HSA account can still be used to pay your out-of-pocket health care expenses. However, you cannot make any contributions to your HSA account.

***Does my HSA accrue interest? If so, how much?***

Your HSA will accrue interest based upon established rules with HSA Bank.

***Does an HSA ever expire?***

An account balance in excess of zero will remain indefinitely. Your account will be automatically closed if the account balance is zero for a minimum of 60 days.

***What are the differences between an HSA and a Health Care Flexible Spending Account?***

<b>Health Savings Accounts vs. Health Care Flexible Spending Accounts</b>		
	<b>Health Savings Account (HSA)</b>	<b>Flexible Spending Account (FSA)</b>
<b>Do the funds carry over from one year to the next?</b>	<b>Yes.</b> Funds will roll over from year to year.	<b>No.</b> Funds do not roll over and must be used each calendar year or they will be lost.
<b>Is the account valid if you leave the City?</b>	<b>Yes.</b> The funds belong to you and are available as long as your account is valid	<b>No.</b> If you have money available at the time you leave service, you can withdraw funds for services rendered to your last day of work.
<b>If I establish a bi-weekly</b>	<b>No.</b> You can only use the	<b>Yes.</b> The full amount you

<p><b>payroll deduction, can I use my annual pledged amount?</b></p>	<p>money that is actually in your account. As of our first payday in January 2018, the only money you will be able to use is what the City has contributed (\$1,500) and your first bi-weekly payroll deduction if any.</p>	<p>pledged to your Health Care FSA will be available to you on January 1, 2018.</p>
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***Can I participate in an HSA if not enrolled in the Police CDHP?***

No. IRS regulations state that you are only eligible to open and fund an HSA if you are currently enrolled in a qualified Consumer-Driven Health Plan.

***If you and your spouse / certified domestic partner are City employees, can one of you have an HSA and the other have a Flexible Spending Account?***

Yes. However, your expenses will need to be kept separate so as not to be in violation of any IRS regulations.

***Can you have a Daycare / Elder Care Flexible Spending Account and an HSA?***

Yes.

***How much can be contributed to an HSA each year?***

For 2018, you can contribute up to \$3,450 for an individual and \$6,900 for a family. Remember, this also includes the City's \$1,500 contribution.

***What is a catch-up provision?***

After you reach age 55, you are allowed to make an additional \$1,000 over and above the annual contribution limit of \$3,450 for an individual and \$6,900 for a family for calendar year 2017.

***Do I pay any fees associated with an HSA?***

A schedule of fees will be provided to you by HSA Bank in your welcome kit.

***Can you roll your Flexible Spending Account dollars into an HSA?***

No. If you switch plans from Police Value to Police CDHP, you must exhaust any funds in your FSA before you can access funds in your HSA.

***Can you change your HSA contributions throughout the year?***

Yes. You can obtain the form from the Employee Benefits Office.

***Can your spouse contribute to your HSA?***

Yes. An after-tax contribution can be submitted directly to HSA Bank.

***Can an employee and their spouse / certified domestic partner have separate HSA accounts?***

If an employee and spouse/certified domestic partner both work for the City, each may set up an individual account; however, please be mindful of the IRS maximum limit of \$6,900, cumulatively. Please note that the City will not monitor this.

## Flexible Spending Account (FSA)

***Is the City going to help fund FSAs?***

No. FSAs are completely funded by the employee through bi-weekly payroll deductions. The full amount you designate for your FSA during open enrollment will be available to you on January 1, 2018.

***Will FSAs be available in 2018?***

Yes. If you enroll in the Police Value plan or enroll in Police CDHP but are not eligible for an HSA, then you will have the option of continuing or establishing a Health Care FSA.

***Does an FSA reduce your taxable income?***

Yes. The deduction occurs prior to ordinary income tax withholding.

***Can I make changes to my FSA contribution amount after open enrollment ends?***

Generally, the amount you designate during open enrollment cannot be changed once open enrollment has ended; however, experiencing certain qualifying life events could allow for FSA contribution changes. Employees should contact Employee Benefits at 207-0073 to discuss their specific circumstances.

## Daycare / Elder Care Flexible Spending Account

***What is the maximum contribution to a Daycare / Elder Care Flexible Spending Account?***

The annual maximum contribution is \$5,000.

***Is the maximum I selected available for use?***

Your spending is limited to the amount you have contributed beginning the first pay period in January 2018.

***Can I transfer any remaining funds at the end of the year to a Health Care FSA account?***

No. The IRS “use-it-or-lose-it” provision requires the funds to be forfeited if not used by end of year.