



## City of Lake Forest | 51489 | Post Deductible HRA Claim Examples

**Important:** The examples noted below will indicate how claims will be reimbursed based on WEX's understanding of the HRA plan design. If these examples do not reflect how you intend the claims to be reimbursed, please inform your Implementation Manager.

### Post-Deductible HRA Plan: Employee Only + HSA Enrollment

Jane Doe is enrolled in the HRA plan as employee only and will receive an HRA rollover amount of **\$2,000**. Jane will also have an HSA enrollment. Jane can use her debit card for Dental, Vision and Preventative expenses. Funds will first pull from the HRA for these expenses, then the HSA. Once Jane has hit the IRS Statutory Deductible (**\$1,650**) she may submit the deductible verification form to utilize the HRA for Medical Expenses.

If Jane does not wish to use her HRA for Medical, Dental, Vision or Preventative expenses, Jane must request an HSA distribution to be reimbursed through her HSA.

Please note \* WEX will not track expenses toward the IRS Statutory Deductible. It is the Employee's responsibility to track expenses and timing of submitting the Deductible Verification Form. Dental and Vision expenses do not count towards the IRS Statutory Deductible\*

If Jane wishes to use her HRA for Medical expenses, she cannot use her Debit Card and must request a distribution through her online account or mobile app.

Claim #	Claim Amount	Description
1	<b>\$200</b>	<b>Online:</b> Jane requests a distribution from her <b>HSA</b> for a <b>Medical</b> expense for <b>\$200</b> . This amount is reimbursed from the <b>HSA</b> . The HRA balance remains unchanged. Jane has <b>\$1,450</b> remaining to satisfy the IRS Statutory Deductible.  <b>Card:</b> Jane swipes her card at a <b>Medical</b> facility for <b>\$200</b> . This amount is reimbursed from the <b>HSA</b> . Jane has <b>\$1,450</b> remaining to satisfy the IRS Statutory Deductible.
2	<b>\$585</b>	<b>Online:</b> Jane submits a <b>dental</b> receipt for <b>\$585</b> . This amount is reimbursed from the <b>HRA</b> . The remaining balance of the HRA is <b>\$1,415</b> . Jane has <b>\$1,450</b> remaining to satisfy the IRS Statutory Deductible as dental expenses are <b>not</b> eligible to be counted towards the IRS Statutory Deductible.  <b>Card:</b> Jane swipes her card at a <b>dental</b> office for <b>\$585</b> . This amount is reimbursed from the <b>HRA</b> and the HRA balance is <b>\$1,415</b> . Jane has <b>\$1,450</b> remaining to satisfy the IRS Statutory Deductible as dental expenses are <b>not</b> eligible to be counted towards the IRS Statutory Deductible.
3	<b>\$300</b>	<b>Online:</b> Jane submits a <b>Vision</b> receipt for <b>\$300</b> . <b>\$300</b> is reimbursed from the <b>HRA</b> , and the remaining HRA balance is <b>\$1,115</b> . <b>\$1,450</b> remains to satisfy the IRS Statutory Deductible as vision expenses are <b>not</b> eligible to be counted towards the IRS Statutory Deductible.



		<p><b>Card:</b> Jane swipes her card at for a <b>vision</b> expense for <b>\$300</b>. <b>\$300</b> is reimbursed from the <b>HRA</b> and the remaining HRA balance is <b>\$1,115</b>. <b>\$1,450</b> remains to satisfy the IRS Statutory Deductible as vision expenses are <b>not</b> eligible to be counted towards the IRS Statutory Deductible.</p>
4	<b>\$100</b>	<p><b>Online:</b> Jane requests a distribution for a <b>medical</b> receipt for <b>\$100</b>. <b>\$100</b> will be distributed from the <b>HSA</b>. Any future online claims will be reimbursed through the <b>HSA</b>. <b>\$1,350</b> remains to satisfy the IRS Statutory Deductible as <b>medical</b> expenses <b>are</b> eligible to be counted towards the IRS Statutory Deductible.</p> <p><b>Card:</b> Jane swipes her card at a <b>medical</b> facility for <b>\$100</b>. This amount will be paid from Jane's <b>HSA</b>. <b>\$1,350</b> remains to satisfy the IRS Statutory Deductible as <b>medical</b> expenses <b>are</b> eligible to be counted towards the IRS Statutory Deductible.</p>
5	<b>\$1,500</b>	<p><b>Online:</b> Jane incurs a <b>medical</b> expense for <b>\$1,500</b> Jane does not have a sufficient balance in her HSA to cover this expense. Jane realizes this claim will satisfy the IRS Statutory Deductible and now must submit her form to WEX. WEX receives the form and Jane submits for reimbursement. <b>\$1,150</b> will be reimbursed from the HRA and the remaining <b>\$385</b> is denied due to insufficient funds. (Jane has exhausted her HRA).</p> <p><b>Card:</b> Jane swipes her card at a <b>medical</b> facility for <b>\$1,500</b>. This amount will be paid from Jane's <b>HSA</b> pending fund availability. If there are not enough funds in Jane's HSA, the transaction <b>may</b> decline at the point of sale. Jane realizes this claim will satisfy the IRS Statutory Deductible and now must submit her Deductible Verification form to WEX.</p> <p>WEX receives the form and Jane requests re-submits her claim <b>online</b> for reimbursement. <b>\$1,150</b> will be reimbursed from the HRA and the remaining <b>\$385</b> is denied due to insufficient funds. (Jane has exhausted her HRA). Once additional funds become available in Jane's HSA, she may request an HSA distribution to be reimbursed.</p>

## Post-Deductible HRA Plan: Family Plan + HSA Enrollment

John Doe is enrolled in the HRA plan as a family (employee + spouse, employee + child, or family coverage) and will receive a rollover amount of **\$5,000**. John and his dependents can submit claims to WEX and they will pay from the HRA until funds have been exhausted. Future claims will be paid from the HSA.

Once John has hit the IRS Statutory Deductible (**\$3,300**) he may submit the deductible verification form to utilize the HRA for Medical Expenses.

Claim #	Claim Amount	Description
---------	--------------	-------------



1	\$175	<p><b>Online:</b> John submits a <b>Dental</b> receipt for <b>\$175</b>. This amount is reimbursed from the <b>HRA</b>. The remaining balance of the HRA is <b>\$4,825</b>. <b>\$3,300</b> remains to satisfy the IRS Statutory Deductible. John has remaining to satisfy the IRS Statutory Deductible as dental expenses are <b>not</b> eligible to be counted towards the IRS Statutory Deductible.</p> <p><b>Card:</b> John swipes his card at a <b>dentist</b> office for <b>\$175</b>. This amount is reimbursed from the <b>HRA</b>. <b>\$3,300</b> remains to satisfy the IRS Statutory Deductible. as dental expenses are <b>not</b> eligible to be counted towards the IRS Statutory Deductible.</p>
2	\$1,385	<p><b>Online:</b> John's wife submits a <b>medical</b> receipt for <b>\$1,385</b> against the HRA. This amount is denied and must be resubmitted as an <b>HSA</b> distribution. The HRA balance remains unchanged and is <b>\$4,825</b>. <b>\$1,915</b> remains to satisfy the IRS Statutory Deductible as medical expenses <b>are</b> eligible to count towards the IRS Statutory Deductible.</p> <p><b>Card:</b> John's wife uses the debit card for a <b>Medical</b> claim for <b>\$1,385</b>. This amount is paid from the <b>HSA</b>. <b>\$1,915</b> remains to satisfy the IRS Statutory Deductible as medical expenses <b>are</b> eligible for the IRS Statutory Deductible.</p>
3	\$1,500	<p><b>Online:</b> John's son submits a <b>dental</b> receipt for <b>\$1,500</b>. This amount is reimbursed from the HRA. The remaining balance of the HRA is <b>\$3,325</b>. <b>\$1,915</b> remains to satisfy the IRS Statutory Deductible as medical expenses <b>are</b> not eligible for the IRS Statutory Deductible.</p> <p><b>Card:</b> John swipes his card at the <b>dentist's</b> office for <b>\$1,500</b>. This amount is reimbursed from the <b>HRA</b> and the remaining balance is <b>\$3,385</b>. <b>\$1,915</b> remains to satisfy the IRS Statutory Deductible as dental expenses <b>are</b> not eligible for the IRS Statutory Deductible.</p>
4	\$1,250	<p><b>Online:</b> John requests a distribution from his <b>HSA</b> for a <b>medical</b> receipt for <b>\$1,250</b>. <b>\$1,250</b> is reimbursed from the <b>HSA</b>. <b>\$665</b> remains to satisfy the IRS Statutory Deductible as medical expenses <b>are</b> eligible for the IRS Statutory Deductible.</p> <p><b>Card:</b> John swipes his card at a medical facility for <b>\$1,250</b>. This amount is paid from the <b>HSA</b>. <b>\$665</b> remains to satisfy the IRS Statutory Deductible as medical expenses <b>are</b> eligible for the IRS Statutory Deductible.</p>
5	\$700	<p><b>Online:</b> John requests a distribution for a <b>medical</b> expense for <b>\$700</b>. <b>\$700</b> is reimbursed through his <b>HSA</b>. The HRA balance remains at <b>\$3,385</b>. John has satisfied the IRS Statutory Deductible and now must submit the Deductible Verification form to use his HRA for Medical expenses.</p> <p><b>Card:</b> John swipes his card for a <b>medical</b> expense in the amount of <b>\$700</b>. <b>\$700</b> is reimbursed through his <b>HSA</b>. John has satisfied the IRS Statutory Deductible and must now submit the Deductible Verification form to use his HRA for Medical expenses.</p>



6	\$200	<p>John submits the Deductible Verification form and can now use his HRA for Medical expenses <b>only when submitted online.</b></p> <p><b>Online:</b> John files a claim for a <b>\$200 medical</b> expense. This claim is reimbursed from the HRA and the remaining HRA balance is <b>\$3,185.</b></p> <p><b>Card:</b> John swipes his card for a <b>\$200 medical</b> expense. This claim is paid from John's <b>HSA</b> even though the Deductible Verification Form has been submitted.</p> <p>John may continue to use his card for dental, vision and preventative expenses, and funds will pull from the <b>HRA.</b></p>
---	-------	--

### Post-Deductible HRA Plan: Employee Only + Limited FSA + HSA Enrollment

Jane Doe is enrolled in the HRA plan as employee only and will receive a rollover amount of **\$1,000.** Jane also rolls over **\$500** into her Limited FSA and has an HSA enrollment. Jane can submit claims to WEX and the claims will be reimbursed from the Limited FSA first until funds have been exhausted, then the HRA and HSA last.

Once Jane has hit the IRS Statutory Deductible (**\$1,650**) she may submit the deductible verification form to utilize the HRA for Medical Expenses.

If Jane does not wish to use her HRA for Medical, Dental, Vision or Preventative expenses, Jane must request an HSA distribution to be reimbursed through her HRA.

Please note \* WEX will not track expenses toward the IRS Statutory Deductible. It is the Employee's responsibility to track expenses and timing of submitting the Deductible Verification Form.\*

If Jane wishes to use her HRA for Medical expenses, she cannot use her Debit Card and must request a distribution through her online account or mobile app.

Claim #	Claim Amount	Description
1	\$200	<p><b>Online:</b> Jane submits a <b>dental</b> receipt for <b>\$200.</b> This amount is reimbursed from the <b>Limited FSA.</b> The remaining balance of the <b>Limited FSA</b> is <b>\$300.</b> <b>\$1,650</b> remains to satisfy the IRS statutory deductible as dental expenses <b>are not</b> eligible for the IRS Statutory Deductible</p> <p><b>Card:</b> Jane swipes her card at the dentist's office for \$200. This amount is reimbursed from the <b>Limited FSA.</b> The remaining balance of the <b>Limited FSA</b> is <b>\$300.</b> <b>\$1,650</b> remains to satisfy the IRS statutory deductible as dental expenses <b>are not</b> eligible for the IRS Statutory Deductible</p>
2	\$585	<p><b>Online:</b> Jane submits a <b>vision</b> receipt for <b>\$585.</b> <b>\$300</b> is reimbursed from the <b>Limited FSA,</b> and the remaining <b>\$285</b> is denied due to insufficient funds. Jane must resubmit the denied amount to be reimbursed from the <b>HRA.</b> The remaining balance of the HRA is <b>\$715.</b> <b>\$1,650</b> remains to satisfy the IRS statutory deductible as vision expenses <b>are not</b> eligible for the IRS Statutory Deductible</p>



		<p><b>Card:</b> Jane swipes her card at the <b>dentist's</b> office for <b>\$585</b>. <b>\$300</b> is reimbursed from the <b>Limited FSA</b> and the remaining <b>\$300</b> is reimbursed from the HRA. The HRA balance is <b>\$715</b>. <b>\$1,650</b> remains to satisfy the IRS statutory deductible as vision expenses <b>are not</b> eligible for the IRS Statutory Deductible</p>
3	<b>\$800</b>	<p><b>Online:</b> Jane requests a distribution from her HSA for a <b>medical expense</b> for <b>\$800</b>. <b>\$800</b> is paid from the <b>HSA</b>. <b>\$800</b> is applied to the IRS Statutory Deductible as medical expenses are eligible to count towards the IRS Statutory Deductible. <b>\$850</b> remains to satisfy the IRS Statutory Deductible.</p> <p><b>Card:</b> Jane uses her debit card at a <b>medical</b> facility for <b>\$800</b>. <b>\$800</b> is paid from the <b>HSA</b>. <b>\$800</b> is applied to the IRS Statutory Deductible as medical expenses are eligible to count towards the IRS Statutory Deductible. <b>\$850</b> remains to satisfy the IRS Statutory Deductible.</p>
4	<b>\$600</b>	<p><b>Online:</b> Jane submits a claim for <b>vision</b> expense for <b>\$600</b>. This amount is reimbursed from the <b>HRA</b> and the remaining <b>HRA</b> balance is <b>\$115</b>. <b>\$850</b> remains to satisfy the IRS Statutory Deductible as vision expenses <b>are not</b> eligible for the IRS Statutory Deductible.</p> <p><b>Card:</b> Jane swipes her card for a <b>vision</b> expense for <b>\$600</b>. This amount is reimbursed from the <b>HRA</b> and the remaining <b>HRA</b> balance is <b>\$115</b>. <b>\$850</b> remains to satisfy the IRS Statutory Deductible as vision expenses <b>are not</b> eligible for the IRS Statutory Deductible.</p>
5	<b>\$300</b>	<p><b>Online:</b> Jane submits a <b>dental</b> claim for <b>\$300</b>. Jane has exhausted her Limited FSA balance, and will be reimbursed <b>\$115</b> from the HRA, therefore exhausting her HRA balance. The remaining <b>\$185</b> is denied. Jane must request a distribution from her <b>HSA</b> to cover the <b>\$185</b> that was denied. <b>\$850</b> remains to satisfy the IRS Statutory Deductible as dental expenses <b>are not</b> eligible for the IRS Statutory Deductible.</p> <p><b>Card:</b> Jane swipes her card at the <b>dentist's</b> office for <b>\$300</b>. Jane has exhausted her Limited FSA balance, and <b>\$115</b> will pull from the HRA and the remaining <b>\$185</b> will pull from the HSA. <b>\$850</b> remains to satisfy the IRS Statutory Deductible as dental expenses <b>are not</b> eligible for the IRS Statutory Deductible.</p>
6	<b>\$1,000</b>	<p><b>Online:</b> Jane has a <b>medical</b> claim and submits for reimbursement online. This claim is denied due to "ineligible expense" and/or "insufficient funds". Jane must request a distribution from her HSA. Jane has satisfied the IRS Statutory Deductible, however, she <b>does not</b> need to submit the deductible verification form, as the FSA and HRA funds have been exhausted. All future <b>medical, dental and vision</b> claims should be paid from the HSA by requesting a distribution.</p> <p><b>Card:</b> Jane swipes her card at a <b>medical</b> facility for <b>\$1,000</b>. This claim is paid</p>



		from the <b>HSA</b> . Jane has satisfied the IRS Statutory Deductible, however, she <b>does not</b> need to submit the deductible verification form, as the FSA and HRA funds have been exhausted. All future <b>medical, dental and vision</b> claims will pull from the <b>HSA</b> .
--	--	---

## Post-Deductible HRA Plan: Family Plan + Limited FSA + HSA Enrollment

John Doe is enrolled in the HRA plan as a family (employee + spouse, employee + child, or family coverage) and will receive an annual contribution amount of **\$15,000**. John will also rollover **\$600** into his Limited FSA. John and his dependents can submit claims to WEX and they will be reimbursed from the Limited FSA first until funds have been exhausted, then the HRA and HSA last. Any future claims will be reimbursed from the HSA.

Any Medical expense paid with the Debit Card will ALWAYS pull from the HSA.

Claim #	Claim Amount	Description
1	\$175	<p><b>Online:</b> John submits a <b>vision</b> receipt for <b>\$175</b>. This amount is reimbursed from the <b>Limited FSA</b>. The remaining balance of the Limited FSA is <b>\$425</b>. The <b>HRA balance remains unchanged</b>. <b>\$3,300</b> remains to satisfy the IRS Statutory Deductible as vision expenses <b>are not</b> eligible to be counted towards the IRS Statutory Deductible.</p> <p><b>Card:</b> John swipes his card for a <b>vision</b> expense for <b>\$175</b>. This amount is pulled from the <b>Limited FSA</b> and the remaining balance is <b>\$425</b>. The <b>HRA balance remains unchanged</b>. <b>\$3,300</b> remains to satisfy the IRS Statutory Deductible as vision expenses <b>are not</b> eligible to be counted towards the IRS Statutory Deductible.</p>
2	\$1,385	<p><b>Online:</b> John submits a distribution request from his HSA for a <b>medical</b> expense for <b>\$1,385</b>. This amount is paid from the <b>HSA</b> and the Limited FSA and HRA balances remain unchanged. <b>\$1,915</b> remains to satisfy the IRS Statutory Deductible as medical expenses <b>are</b> eligible to be counted towards the IRS Statutory Deductible.</p> <p><b>Card:</b> John swipes his card at a <b>medical</b> facility for <b>\$1,385</b>. This amount is paid from the <b>HSA</b> and the Limited FSA and HRA balances remain unchanged. <b>\$1,915</b> remains to satisfy the IRS Statutory Deductible as medical expenses <b>are</b> eligible to be counted towards the IRS Statutory Deductible.</p>
3	\$2,500	<p><b>Online:</b> John's son submits a <b>dental</b> receipt for <b>\$2,500</b>. <b>\$425</b> is reimbursed from the <b>Limited FSA</b> and the remaining <b>\$2,075</b> is denied. John must resubmit the denied amount to be reimbursed through the <b>HRA</b>. The remaining balance of the HRA is <b>\$12,925</b>. <b>\$1,915</b> remains to satisfy the IRS Statutory Deductible as dental expenses <b>are not</b> eligible to be counted towards the IRS Statutory Deductible.</p> <p><b>Card:</b> John swipes his card at the <b>dentist's</b> office for <b>\$2,500</b>. <b>\$425</b> is</p>



		reimbursed from the <b>Limited FSA</b> and the remaining <b>\$2,075</b> is reimbursed from the <b>HRA</b> . The remaining HRA balance is <b>\$12,925</b> . <b>\$1,915</b> remains to satisfy the IRS Statutory Deductible as dental expenses <b>are not</b> eligible to be counted towards the IRS Statutory Deductible.
4	<b>\$1,250</b>	<p><b>Online:</b> John submits a distribution request from his <b>HSA</b> for a <b>medical</b> expense for <b>\$1,250</b>. <b>\$1,250</b> distributed from his <b>HSA</b>. The Limited FSA balance is exhausted, and the HRA balance remains unchanged. <b>\$665</b> remains to satisfy the IRS Statutory Deductible as <b>medical</b> expenses <b>are</b> eligible to be counted towards the IRS Statutory Deductible.</p> <p><b>Card:</b> John swipes his card at a <b>medical</b> facility for <b>\$1,250</b>. This amount is pulled from his <b>HSA</b>. The Limited FSA balance is exhausted, and the HRA balance remains unchanged. <b>\$665</b> remains to satisfy the IRS Statutory Deductible as <b>medical</b> expenses <b>are</b> eligible to be counted towards the IRS Statutory Deductible.</p>
5	<b>\$450</b>	<p><b>Online:</b> John submits a <b>vision</b> receipt for <b>\$450</b>. <b>\$450</b> is reimbursed through his HRA and the remaining balance is <b>\$12,475</b>. <b>\$665</b> remains to satisfy the IRS Statutory Deductible as <b>vision</b> expenses <b>are not</b> eligible to be counted towards the IRS Statutory Deductible.</p> <p><b>Card:</b> John swipes his card for a <b>vision</b> expense for <b>\$450</b>. This amount is pulled from his HRA and the remaining balance is <b>\$12,475</b>. <b>\$665</b> remains to satisfy the IRS Statutory Deductible as <b>vision</b> expenses <b>are not</b> eligible to be counted towards the IRS Statutory Deductible.</p>
6	<b>\$1,100</b>	<p><b>Online:</b> John submits a <b>medical</b> receipt for <b>\$1,100</b> to be reimbursed through his <b>HRA</b>. This claim is denied as John has now satisfied the IRS Statutory Deductible, but has not yet submitted his form. John must: 1) Submit the Deductible Verification Form to WEX 2) re-submit the previously denied <b>\$1,100</b> claim to be reimbursed through the HRA. The HRA balance is now <b>\$11,375</b>.</p> <p><b>Card:</b> John swipes his card at a <b>medical</b> facility for <b>\$1,100</b>. This claim will be paid from John's HSA, and any future medical claims when paid with the Debit Card will pull from John's HSA, <i>as the submission of the Deductible Verification Form does not allow the debit card to be used for medical expenses</i>. Dental and vision expenses can still be paid with the debit card and will pull from the HRA. The HRA balance remains at <b>\$12,475</b> if the debit card is used.</p>
7	<b>\$100</b>	<p><b>*Based on the #6 online scenario*</b> <b>Online:</b> John submits a <b>vision</b> receipt for <b>\$100</b>. This amount is reimbursed through the HRA and the remaining balance is <b>\$11,275</b>. John has previously submitted his deductible verification form and can use his HRA for <b>medical, dental and vision</b> expenses.</p> <p><b>*Based on the #6 card scenario*</b> <b>Card:</b> John swipes his card for a <b>vision</b> expense. This amount is reimbursed from the HRA and the HRA balance is <b>\$12,375</b></p>





John and his dependents may continue to submit claims online for **medical, dental and vision** expenses to be reimbursed through the HRA.

John and his dependents can only use the Debit Card for **dental and vision** expenses in order for funds to be pulled from the HRA. If John and his dependents use the debit card for a **medical** expense, funds will be pulled from the **HSA**, pending fund availability.

## FAQ

### What happens if WEX receives a claim for an expense that is not eligible according to the plan design?

- WEX will review all claims against the eligible expenses outlined in the LEAP and/or Supplemental Design Guide (if applicable) submitted to WEX and claims submitted for expenses not outlined within the LEAP or Supplemental Design Guide (if applicable) will be denied. The participant will receive a notification from WEX that will include details on the denial.

### What is required for substantiation (documentation)?

- WEX's best practice is for the participant to submit their Explanation of Benefits (EOB) from their Health Insurance company for HRA/Limited FSA expenses. All other documentation is required by the IRS to include the following information:
  - Date of Service/purchase
  - Merchant name
  - Dollar amount
  - Service incurred/item purchased
- WEX does not require substantiation for HSA claims, however, best practice is for the participant to keep track of their HSA receipts for tax purposes.

### What happens when the participant utilizes their debit card for an expense and is enrolled in both an **HRA** and **HSA**?

- WEX will use plan ordering as indicated in the plan design to determine which plan the transaction is processed through first. Based on your plan rules, the HRA will be setup to pay first for **dental and vision** expenses as long as it is an eligible expense and there is a balance. If the transaction includes ineligible expenses or there is not a balance in the HRA, the transaction will process through the HSA.
- If the expense is **dental, vision, or preventative**, the debit card will pull from the HRA.
- If the expense is **medical**, the debit card will pull from the HSA.

### What happens when the participant utilizes their debit card for an expense and is enrolled in both a **Limited FSA, HRA** and **HSA**?

- WEX will use plan ordering as indicated in the plan design to determine which plan the transaction is processed through first. Based on your plan rules, the Limited FSA is setup to pay first for **dental and vision** expenses, then the HRA and the HSA last. If the expense is **medical**, the debit card will *always* pull from the HSA, even after the Deductible Verification Form is submitted.
- If a participant does not wish to use their Limited FSA or HRA funds for any expense, they must request a distribution from their HSA through their online account or mobile app.

### What happens when an employee terminates?

- If a participant terminates during the plan year, WEX will follow the **30-day** runout period guidelines set by you as the employer. The participant will be able to file expenses incurred through their





termination date through the **30-day** runout period. After the runout period ends, they will forfeit their balance.

### What happens when an employee submits their Deductible Verification Form to WEX?

- When a participant submits the Deductible Verification Form to WEX, the form is noted within the employee's account for **MANUAL/ONLINE** claims only. If an employee uses their debit card for a **medical** expense, the claim will pull from the **Limited FSA** enrollment first if funds are available, then pull from the **HRA**, then the **HSA** if no funds are available.
- If an employee wishes to use their HRA for Medical expenses, they **cannot** use their Debit Card and must submit for reimbursement through their **online account** or **mobile app**.

### Where will funds be pulled from if an employee uses their Debit Card?


- If a participant uses their Debit Card for Dental, Vision or Preventative expenses, WEX will first pull from the HRA, then the Limited FSA, and the HSA last.
- If a participant uses their debit card for a **medical** expense, WEX will *always* pull from the HSA, pending fund availability.

### What happens if an employee has a Qualifying Life Event during the plan year and is eligible for a different HRA?

- City of Lake Forest is responsible for entering the correct enrollment termination date within the system, then enrolling the participant in the new HRA.
- City of Lake Forest is then responsible for communicating to WEX the amount of funds that need to be moved from the terminated HRA to the newly enrolled HRA. If the employee incurs a service on their previous HRA termination date, the claim may be auto denied for insufficient funds and must contact WEX to have the exact amount transferred back to the previous HRA in order to be reimbursed within the **30 day** runout period.

### What happens if an employee has elected a different medical plan during Open Enrollment for the next plan year and is eligible for a different HRA?

- City of Lake Forest is responsible for communicating the most accurate enrollment information to WEX.
- Employees will have **30 days** to submit for reimbursement after the plan year ends for services incurred during the plan year. After the runout is completed, no more claims can be submitted and City of Lake Forest is responsible for communicating with WEX the amount of funds that should be transferred into the new HRA enrollment.

Approved by: 	Date: 7/9/25
--	--------------