



# KNOW YOUR BENEFITS



If you participate in the City’s Flexible Spending plans, this is a reminder that you may have funds remaining in your health care and/or dependent care accounts for the 2021 plan year. Any unused remaining balance elected for 2021 that is between \$50 and \$500 will rollover to the current 2022 plan year and will added to your available balance after March 31, 2022.

Please take a moment to log into your account at <https://workterra.lh1ondemand.com> to view your available balance and plan administrator messages. You may also call 888-327-2770 for information.

### Claims Submission

Claims can be submitted three ways:

- Electronic submission: <https://workterra.lh1ondemand.com>
- Via fax: 925-460-3929
- Mailed: Workterra, P.O. Box 11657, Pleasanton, CA 94588-1657

<b>Important Dates to Remember - Current Plan Year:</b>	2022
<b>Months Covered:</b>	January 1 to December 31
<b>Last day to incur eligible expenses for 2022<sup>1</sup>:</b>	December 31, 2022 (Last Day of the Plan Year)
<b>Last day to submit claims for expenses incurred for your 2021 Health Care and Dependent Care FSAs<sup>2</sup>:</b>	March 31, 2022 (90 days after the end of the last Plan Year)

**1** If you terminate employment anytime during the plan year, your last day to incur eligible expenses will be your last day of employment.

**2** If you terminate employment anytime during the plan year, your last day to submit claims for eligible expenses incurred will be 90 days after your employment termination.

**Don't Forget!** You can use your plan to purchase over the counter personal products as well as out of pocket costs, copays, and prescriptions.

- Check **HERE** → [https://www.newportbeachca.gov/government/departments/human-resources/virtual-health-fair/employee-corner#anchor\\_3](https://www.newportbeachca.gov/government/departments/human-resources/virtual-health-fair/employee-corner#anchor_3) for resources to help access your account online, shop online for FSA eligible expense, and file a claim.
- Website to file a claim or check your balance: <https://workterra.lh1ondemand.com/Login.aspx>
- Customer Service number: 888-327-2770

### **Additional tools and information about Flexible Spending Account:**

- FSA Store - online store containing FSA eligible/ reimbursable items.
- Amazon.com - online store containing FSA eligible/ reimbursable items. Type in “FSA eligible Items” for list of eligible items. (<https://www.amazon.com/b?node=17904040011>)
- IRS Publication 969 - (<https://www.irs.gov/forms-pubs/about-publication-969>) IRS regulation/information on Flexible Spending Accounts
- Questions: Call or email [HRBenefit@newportbeachca.gov](mailto:HRBenefit@newportbeachca.gov) or 949-644-3294



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## Access Your Retiree Health Savings Account IT'S EASY!

### Online



- Visit [WWW.ICMARC.ORG](http://WWW.ICMARC.ORG) on your desktop computer.
- **eDelivery** – Sign up for statements and activity notifications via email.

### On the Go



- **There's an App for That** – Download the MissionSquare Retirement mobile app (includes facial recognition).
- **TextAccess** – Receive account information via text.
- **Ask Alexa** – Obtain account information with the ICMA-RC Account Access Skill for Alexa.



*Alexa, what is my account balance?  
Alexa, what is my rate of return?  
Alexa, what was my last contribution?*



### Take Charge



**Retirement Readiness Tool** – Stay on track with your retirement savings.

**Professional Investment Guidance** – Connect with Retirement Plan Specialist Marcus Marshall\* for one-on-one assistance with reaching your retirement goals.

**Financial Wellness Center** – Videos, charts, calculators, articles, and tutorials, all FREE!

**Monthly Savings Tips** – Check out the monthly RealizeRetirement for tips and resources at <https://www.icmarc.org/realizeretirement-quarterly.html>.

\*Contact Retirement Plan Specialist Marcus Marshall for assistance at [mmarshall@missionsq.org](mailto:mmarshall@missionsq.org) or (202)759-7203