



DCFSA CLAIMS 101

A Service Member's Guide to Claim Submissions

To be reimbursed for your Dependent Care Flexible Spending Account (DCFSA) eligible expenses and avoid forfeiting funds, you must submit a claim. Use the below guide to learn everything you need to know about submitting a claim.

HOW IT WORKS

Understanding and managing your DCFSA is easy as outlined in the below **four** simple steps.

1

ENROLL

- Enroll in a DCFSA on [FSAFEDS.com](https://www.fsa-feds.com)
- Decide the amount you'd like to contribute

2

FUNDS DEPOSITED INTO DCFSA

- Funds are withdrawn from your pay before taxes are deducted
- Those funds are then deposited into your DCFSA

3

FILE A CLAIM

- Spend the money in your account on DCFSA eligible expenses and submit a claim for reimbursement
- Claims are processed in 1-2 business days

4

GET REIMBURSED

Once your claim is approved, you will be reimbursed for expenses, typically by direct deposit or check

TO FILE A CLAIM

FSAFEDS offers simple and easy ways to submit claims for reimbursement.

1  ONLINE

2  VIA FSAFEDS APP

3  MAIL OR FAX*

*visit [FSAFEDS.com](https://www.fsa-feds.com) for more information on how to submit a claim by mail or fax

RECEIPT REQUIREMENTS

Save your receipt. Whichever method you choose to submit a claim, you will be required to provide necessary documentation such as a receipt. **Documentation/receipts must include the following:**

+ **Dependent's Name**
Name of the person who received the service

+ **Type of Service**
Description of the service provided

+ **Provider's Name**
Provider that delivered the service

+ **Cost**
Amount paid for the service or product

+ **Date of Service**
Date when services were provided



PRO TIP:

FSAFEDS accepts handwritten receipts, just make sure it contains a signature and the above required information.

HOW TO SUBMIT YOUR CLAIM

The mobile app is the easiest way to submit a claim as outlined in the below step-by-step instructions. Submitting a claim online is another fast and easy option, visit FSAFEDS to find out how.



PRO TIP:

You can track the status of your claims through your FSAFEDS account including updates about approval and reimbursement.



ON THE MOBILE APP

Download the App

On your mobile device, navigate to the App store or Google Play store and download the FSAFEDS mobile app.

1

2

Login to Your Account

Log into your FSAFEDS account using the same username and password as your online account.

Start a New Claim

Navigate to the claim section and select the option to start a new claim.

3

4

Upload Documents

Fill out all necessary details including the date of service, expense type, and any required documents (e.g. receipts).

Review & Submit Claim

Review provided information and submit your claim. You will receive a confirmation message once successfully submitted.

5



REIMBURSEMENT OPTIONS

NOTE: FSAFEDS does not offer a debit card for DCFSA expenses.

1

Pay Me Back — Check

Have a check mailed to you after a claim has been processed and approved.

3

Pay My Provider

Arrange for FSAFEDS to send payments directly to your dependent care provider via your online account.

2

Pay Me Back — Direct Deposit

Set up direct deposit, and once a claim has been processed and approved, your reimbursement will be deposited directly into your bank account.



PRO TIP:

Keep in mind that expenses are eligible to claim, starting on the date of service rather than the date of payment.

Visit [FSAFEDS.com/explore/usmdcfsa](https://www.fsaafeds.com/explore/usmdcfsa) for more details about filing claims and managing your DCFSA account.

