Health Savings Account (HSA) Frequently Asked Questions

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Section 1 – Learning About HSAs

1) What is a health savings account (HSA)?
An HSA is a tax-advantaged personal savings account that can be used to pay for medical, dental, vision, and other qualified expenses now or later in life.

2) Are all State employees eligible to enroll in the Anchor Choice Plan with HSA?
All State employees are eligible to enroll in Anchor Choice Plan with HSA. However, IRS rules apply to HSA contributions and withdrawals. See page 2 for details.

3) What are the requirements for opening an HSA?
In order to open and contribute to an HSA, you must meet the following conditions:
- You must be covered by an HSA-eligible high-deductible health plan (HDHP);
- You must not be covered by any other health plan that is not a HDHP (this includes a general purpose healthcare flexible spending account);
- You must not be enrolled in Medicare, TRICARE or TRICARE for Life;
- You must not be claimed as a dependent on someone else’s tax return; and
- You must not have not received VA benefits within the past three months, except for preventive care (this exclusion does not apply if you are a veteran with a disability rating from the VA).
4) Will the State contribute any money to my HSA?
Yes. The State’s contribution to your HSA will be $1,500 if you have individual coverage or $3,000 if you have family coverage. This contribution is enough to cover the entire annual deductible for the Anchor Choice Plan!

These contributions are made biannually with half deposited on January 1 and the other half deposited on July 1. The State’s HSA contributions are not prorated for employees who enroll after those dates.

5) Will the State’s contribution be prorated if I’m newly hired and enroll in the Anchor Choice Plan during the year?
No. The State’s contribution is made in two deposits. The first deposit (half of the contribution amount) occurs on January 1 and second deposit (half of the contribution amount) occurs on July 1. You must be enrolled on the date the deposit is scheduled in order to receive the State’s contribution. (For example, an employee who was hired and enrolled effective January 3 will only receive the State’s contribution on July 1. An employee hired and enrolled effective July 3 will not receive any State contribution for the plan year.)

6) How does an HSA help me save?
An HSA is a great way to save money. Not only are you able to receive an annual contribution from the State, but you can contribute, too. And once your balance reaches $1,000, you can invest the money in your account for even greater earnings potential. But even without all of that, you save on taxes:

- The State funds your HSA up to the deductible of your coverage.
- Money put into the HSA is income tax-deductible.
- Money withdrawn from an HSA to pay for qualified medical expenses is withdrawn income tax-free.
- Accounts earn interest and this growth is not taxable.
- HSA funds not spent during the plan year carry over to subsequent plan years.

7) Who administers the HSA account?
UMB Bank is the custodian of the Blue Cross & Blue Shield of Rhode Island (BCBSRI) HSA. You will be able to log in and manage your account (check your balance, change your contribution amount) through the BCBSRI website, bcbsri.com. (See Section II – Managing Your HSA.)
8) **Is there a limit on how much I can put into my HSA each year?**
Yes, the IRS puts annual limits on how much can be contributed to an HSA. These limits include contributions from your employer and any contributions you choose to make. If you are 55 years of age or older, but not yet enrolled in Medicare benefits, you can deposit an additional $1,000 per year as a “catch-up” contribution. For current limits, please see the “Contributions” tab in the HSA page on the Office of Employee Benefits website: [www.employeebenefits.ri.gov](http://www.employeebenefits.ri.gov).

9) **Can I increase, decrease, or stop my HSA payroll contribution anytime?**
Yes, you can change or stop your HSA contribution at any time during the year by logging into your account at [bcbsri.com](http://bcbsri.com).

10) **Can I participate in the Anchor Choice Plan without opening an HSA?**
No. When you enroll in the Anchor Choice Plan, an HSA will automatically be opened for you, and the State will make contributions to the account. You do not have to make other contributions to the HSA.

11) **Can I stay in the Anchor Plan or the Anchor Plus Plan and open an HSA account?**
No. Only employees who enroll in the Anchor Choice Plan are eligible to open an HSA account.

12) **If my spouse has their own health coverage, how would that impact our ability to make HSA contributions?**
It depends on the exact health coverage that you and your spouse have. *See the following table for details.*
### HSA contributions for employee and their spouse

<table>
<thead>
<tr>
<th>Spouse has no health plan coverage</th>
<th>Spouse has self-only non-HDHP coverage</th>
<th>Spouse has self-only HDHP coverage</th>
<th>Spouse has family non-HDHP coverage</th>
<th>Spouse has family HDHP coverage</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Employee: may contribute up to individual annual limit.</td>
<td>Spouse: no contributions.</td>
<td>Spouse: may contribute up to individual annual limit.</td>
<td>Spouse: may contribute up to family annual limit.</td>
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<td></td>
<td>Spouse: no contributions.</td>
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<tr>
<td><strong>Married employee with self-only HDHP coverage</strong></td>
<td>Employee: may contribute up to individual annual limit.</td>
<td>Employee: may contribute up to individual annual limit.</td>
<td>Both employee and spouse: eligible for contributions. Each may contribute up to individual annual limit to their respective HSAs.</td>
<td>Both employee and spouse: eligible for HSA contributions and are treated as having only the family coverage. Total contribution (employee and spouse combined) may not exceed the family annual limit.</td>
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<td></td>
<td>Employee: no contributions.</td>
<td>Employee: no contributions.</td>
<td>Employee: no contributions if employee is covered under spouse’s coverage. If not covered, employee may contribute up to individual annual limit.</td>
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<td>Employee: no contributions if spouse is covered under employee’s coverage. If not covered, spouse may contribute up to family annual limit.</td>
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<tr>
<td><strong>Married employee with family HDHP coverage</strong></td>
<td>Employee: may contribute up to family annual limit.</td>
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13) What can I use my HSA for?

You can use your HSA funds:

- To pay for qualified medical, dental, vision, and prescription drug expenses, including over-the-counter drugs that have been prescribed by a doctor, as defined in IRS Publication 502, “Medical and Dental Expenses.”
- As supplemental income after age 65. Once you are 65, you can withdraw funds for any reason without paying a penalty, but they will be subject to ordinary income tax.
- For any reason, but if you are under age 65 and use your HSA funds for *nonqualified* expenses, you will need to pay taxes on the money you withdraw, as well as an additional 20% penalty.

14) What are HSA-qualified expenses?

Below is a sampling of qualified medical expenses that you can pay for with your HSA. See IRS Publication 502, “Medical and Dental Expenses” for a complete list of qualified expenses. *(See Question 16 for rules regarding ineligible expenses.)*

<table>
<thead>
<tr>
<th>Acupuncture</th>
<th>Laboratory fees</th>
</tr>
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<tbody>
<tr>
<td>Ambulance</td>
<td>Long-term care</td>
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<tr>
<td>Birth control pills</td>
<td>Machine tests</td>
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<tr>
<td>Braces</td>
<td>Medicare Part D premiums</td>
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<tr>
<td>Cancer treatment</td>
<td>Mental health</td>
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<tr>
<td>Chemical dependency/treatment</td>
<td>Neurologist</td>
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<tr>
<td>Child birth/delivery</td>
<td>Nursing home</td>
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<tr>
<td>Chiropractor</td>
<td>Optometrist</td>
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<tr>
<td>Contact lenses</td>
<td>Prescription drugs</td>
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<td>Deductibles</td>
<td>Psychiatric care</td>
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<tr>
<td>Dental treatment</td>
<td>Psychologist</td>
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<tr>
<td>Diagnostic tests</td>
<td>Smoking cessation programs</td>
</tr>
<tr>
<td>Durable medical equipment</td>
<td>Surgeon fees</td>
</tr>
<tr>
<td>Eyeglasses</td>
<td>Transplants</td>
</tr>
<tr>
<td>Eye surgery</td>
<td>Transportation for health care</td>
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<tr>
<td>Hearing aids</td>
<td>Vision expenses</td>
</tr>
<tr>
<td>Hospital services</td>
<td>X-ray fees</td>
</tr>
</tbody>
</table>
15) Can my HSA be used to pay insurance premiums?

Insurance premiums are generally not considered qualified medical expenses and would be subject to taxes and penalty. However, the following types of insurance premiums typically do qualify:

- COBRA continuation coverage
- Qualified long-term care insurance contract
- Any health plan maintained while an individual is receiving unemployment compensation
- For account holders age 65 and over (i.e., those eligible for Medicare), premiums for any health insurance (including Medicare and Medicare Part D premiums) other than a Medicare supplemental policy


16) What happens if I use my HSA to pay for ineligible expenses?

Any funds you withdraw for non-qualified expenses will be taxed at your income tax rate plus 20% tax penalty if you’re under 65. For example, if the expense was $100, the $100 would be considered taxable income and you would also pay an additional $20 tax penalty. The 20% tax penalty does not apply if the account holder is age 65 and older.

17) Can I use the HSA for my spouse or dependents if they’re not covered under my plan?

You can use the HSA to pay for qualified expenses of any family member if they are claimed as a spouse or dependent on your taxes. If a tax dependent is not covered under your plan and you use your HSA to pay for their expenses, those expenses will not go toward your deductible.

18) Do I have to spend all my contributions by the end of the plan year?

No. HSA money is yours to keep. Unlike a flexible spending account (FSA), unused money in your HSA isn’t forfeited at the end of the year. It continues to grow, tax-deferred.

19) What happens if I leave my current employer, change health plans, or retire?

The money in your HSA is yours to keep. If you leave State service, change health plans, or retire, you take your HSA with you. If you switch to a health plan that makes you ineligible to continue contributing to your HSA, you may continue to use the money in your account for qualified medical expenses, but you can no longer make deposits. **It is your responsibility to stop contributing to your HSA.**
20) I want my HSA dollars to go as far as possible. How can I find out how much a treatment or procedure is going to cost?  
After you enroll, you can use the My Cost Calculator tool when you log in to your online account at bcbsri.com. You can compare costs for procedures at different facilities, based on your health plan.

21) How do I pay with an HSA?  
Your HSA is similar to a checking account, and you will receive a HSA debit card in the mail. Payments can be made with your HSA debit card, online from your HSA account, or with an HSA check. You also can pay out-of-pocket and then reimburse yourself from your HSA (as long as the HSA was open at the time you made the purchase).

22) Is there a monthly maintenance fee for the BCBSRI HSA account with UMB Bank?  
You will pay no fee as long as you remain enrolled in the Anchor Choice Plan. However, you are responsible for any maintenance fee if you disenroll from the Anchor Choice Plan for any reason.

23) Is there a fee for the HSA debit card? Can I request additional cards?  
There is no fee for the debit card. You can request additional cards for dependents at no cost. Contact BCBSRI at the State of Rhode Island Employee CARE Center (see question 6) or log in to your online account at bcbsri.com once your plan is active.

24) If I paid a healthcare bill with my credit card, can I pay myself back from my HSA?  
Yes, as long as the service is a qualified expense. You can take money out of your HSA to pay yourself back with no penalty.

25) Can I use any bank for my HSA?  
No. An HSA account will automatically be opened for you at UMB Bank, and the State will only make contributions to that account. Also, any payroll contributions you make will go into that account. You could then transfer those funds into another bank’s HSA, subject to any applicable transfer fees.

26) Does the HSA account earn interest?  
Yes! You earn interest on the money in your account. Plus, once your account reaches a balance of $1,000, you can elect to begin investing in mutual funds via UMB Bank, for the potential of even greater growth* (see question 31). Log in to your BCBSRI account at bcbsri.com to get started.

*Note: UMB Bank investment accounts are not FDIC insured, not bank guaranteed, and may lose value.
Section 2 – Managing Your HSA

27) How can I make contributions to my HSA?
The best way is to make pre-tax payroll contributions, elected during open enrollment or any other time through the Office of Employee Benefits. It’s a convenient way to contribute to your HSA, plus you get to save on taxes!

28) Can I make contributions to my HSA outside of payroll deductions?
Yes, you can do this electronically or with a paper check. But keep in mind that you’ll miss out on the pre-tax payroll savings. Instead, you’ll have to determine your savings when you file your taxes if you contribute using these methods:

   **Electronically:** You can process electronic deposits through your BCBSRI account online. After logging into [bcbsri.com](http://bcbsri.com), click “Your HSA” and you will see your HSA dashboard.
   1. Click on the HSA balance.
   2. Then click on the Contributions tab.
   3. The first time you do this, you will need to “Add Bank Account.”
   4. When you’ve done that, click on “Add Contributions” to start an electronic deposit.

   **Paper check:** First, you will need to complete a UMB HSA Deposit Form. You’ll find this in your BCBSRI account online. After logging into [bcbsri.com](http://bcbsri.com), click “Your HSA” and you will see your HSA dashboard.
   2. Choose the form titled “HSA Member Contribution Form – Personal Deposits Only.”
   3. Mail the form and check made payable to UMB Bank to:
      UMB Bank Contributions
      PO Box 874264
      Kansas City, MO 64187-4264

29) Are HSA funds available immediately?
Only deposited funds in the account are available for immediate usage. Employee HSA payroll contributions will be available within one business day of payroll check date.

30) Do I need to save my health expense receipts?
Yes, you should save your receipts in case of an IRS audit. You can load them into your BCBSRI HSA account if you wish.
31) Can I control how the funds are invested?
Yes. Once your HSA cash account balance reaches $1,000, you can transfer funds to an HSA investment account. You can choose from a selection of mutual funds and set up an allocation model for future transfers. You can transfer money between your HSA cash and HSA investment account at any time.

32) What tools are available for managing my HSA account online?
- Check your balance
- Arrange deposits from another bank account
- Pay bills to healthcare providers
- Use the convenient online claims submission
- Reimburse yourself for qualified medical expenses paid out-of-pocket
- Use HSA calculators
- Check the contribution tracker for year-to-date contribution amounts
- Manage investment activities for your HSA
- Assign beneficiaries for your accounts

33) Is there an app for the BCBSRI HSA?
Yes. You can download Blue Solutions Spending on the Go to manage your HSA. View your account balances, update your profile, and submit a claim.

Section 3 – Making Changes Once You Have an HSA

34) What if I want to switch plans at the next open enrollment?
If you enroll in the Anchor Choice Plan, you are committed to the plan for the entire plan year. At the next open enrollment period, you can make a new health plan election for coverage effective January 1 of the following year.

35) If I enroll in the Anchor Choice Plan and decide to change plans at the next open enrollment, what happens to the money in my HSA?
The money in your existing HSA is yours to keep. You can still use it to pay qualified medical expenses, but you will not be able to make contributions to it.

36) If I had the Anchor Choice Plan in 2019 but enroll in a different plan during Open Enrollment 2020, what happens to the money in my HSA?
Because you would no longer be enrolled in an HSA-eligible plan, you will not have a BCBSRI HSA opened for you and you will not be able to roll over funds into it.

The money in your existing Optum Bank HSA is yours to keep. You can still use that to pay qualified medical expenses, but you cannot make contributions to it. Also, if your account has a balance of $5,000 or less, Optum Bank will charge a $3 monthly maintenance fee.

If you decide you no longer want to use your Optum Bank HSA, even to pay qualified medical expenses, you could transfer the money into a non-HSA bank account, but you would be responsible for paying income tax on that money as well as a 20% penalty. (Please note that for all HSAs, the 20% penalty tax is waived for non-healthcare expenses if you are 65 or older.)

37) Can I roll over my existing HSA money into the new BCBSRI HSA account?
Yes. You can do this at any time after January 1, 2020. There are a few things to consider:
1) It is recommended that you wait about a month to do this. That way you will have HSA funds to use while your money is being moved.
2) If you start the rollover before February 3, 2020, you can use the “Easy Transfer” option. Otherwise, you will have to fill out a rollover form.
3) Optum Bank will charge a $20 fee to transfer funds (rollover) from your Optum HSA account to your new BCBSRI HSA account with UMB Bank. If you decide to keep your HSA funds with Optum, and your account has a balance of $5,000 or less, Optum Bank will charge a $3 monthly maintenance fee beginning on March 1, 2020.

Note: You must be enrolled in the Anchor Choice Plan as of January 1, 2020 to participate in the rollover. If you have an existing Optum Bank HSA, you will receive more detailed information in the mail before the switch to the BCBSRI HSA.

38) How do I roll over money into my new BCBSRI account?
If you start the rollover before February 3, 2020, you can log into your account on bcbsri.com and click “Your HSA.” Then you can click the “Easy HSA Transfer” option. You will need your Optum Bank account number.

If you start a rollover after February 3, 2020, you will need to fill out a rollover request form. You will find this by logging into your account on bcbsri.com and clicking “Your HSA.”

Please note, you are not required to roll over your existing HSA money at Optum Bank. Also, Optum Bank will charge a $20 fee to transfer funds (rollover) from your Optum HSA account to your new UMB Bank HSA account. If you decide to keep your HSA funds with Optum, and
your account has a balance of $5,000 or less, Optum Bank will charge a $3 monthly maintenance fee beginning on March 1, 2020.

Note: You must be enrolled in the Anchor Choice Plan as of January 1, 2020 to participate. If you have an existing Optum Bank HSA, you will receive more detailed information in the mail before the switch to the BCBSRI HSA.

39) How long does a rollover take?
The transfer process can take up to two weeks. During that time, you will not be able to access your Optum funds.

Note: You must be enrolled in the Anchor Choice Plan as of January 1, 2020 to participate. If you have an existing Optum Bank HSA, you will receive more detailed information in the mail before the switch to the BCBSRI HSA.

40) How do I know what to do when?
If you have an existing Optum Bank HSA and you enroll in the Anchor Choice Plan for 2020, you will receive more detailed information in the mail before the switch to the BCBSRI HSA. In the meantime, here are the key dates to know:

**Late December 2019**
You will receive your debit cards for your BCBSRI HSA. Spouses also will automatically receive their cards.

**January 1, 2020**
Your BCBSRI HSA at UMB Bank will be effective, and your first HSA contributions will be processed. The funds will be available January 2.

**January 15, 2020**
If you have invested funds in your Optum HSA, and you plan to rollover into your new BCBSRI HSA, you should liquidate your investments a few weeks before requesting the rollover.

**February 3, 2020**
This is the last day to request a rollover of your Optum HSA funds using the “Easy HSA Transfer” process. You will find this in your BCBSRI HSA account online. You can still request a rollover after this date, but you will need to fill out a rollover request form. Please note, you are not required to rollover your existing HSA money at Optum Bank.

**February 5 – February 19, 2020**
If you chose the “Easy HSA Transfer” option for your rollover, this is the blackout period. You will not be able to access your Optum HSA while the funds are being transferred. Confirm you have money to use in your BCBSRI HSA before this blackout period.
41) Can I roll over HSA funds from a previous employer into my HSA through the Anchor Choice Plan?
Yes, you can roll over the funds into your HSA by submitting an HSA rollover request. You will find a form on your BCBSRI online account. However, check first with the institution that holds your previous HSA as to whether you are required to use their rollover form(s).
*Note: You must be enrolled in the Anchor Choice Plan as of January 1, 2020 to participate.*

42) What happens to my HSA if I die?
You should assign a beneficiary to your account (online or via paper form) as soon as your HSA is opened.

- If no beneficiary is elected, your estate will be deemed to be the beneficiary.
- If your spouse is designated as a beneficiary, it will become your spouse’s HSA with all the associated tax benefits.
- If anyone other than your spouse is designated as the beneficiary:
  - Your account ceases to be an HSA.
  - The fair market value of your HSA will be treated as taxable income to the beneficiary.
  - The account can be used for the decedent’s expenses on a tax-free basis if used within one year after death.

Section 4 – HSA and Medicare

*Note: Many people are automatically enrolled in Medicare Part A when they turn 65. If you are enrolled in Part A, you are enrolled in Medicare.*

43) Can I continue contributing to my HSA if I am Medicare-eligible (but have not signed up for Medicare)?
Maybe, depending on your situation:

- If you’re eligible for Medicare *but have not filed an application for either Social Security retirement benefits or Medicare*, you don’t need to do anything. You have the right to postpone applying for Social Security and Medicare—and therefore can continue to contribute to your HSA—until you stop working. There is no penalty for this delay, and when your employment ends, you will be entitled to a special enrollment period to sign up for Medicare.
- If you’re entitled to Medicare because you signed up for Part A at age 65 or later (perhaps not realizing that it could affect the use of your HSA) but have not yet applied for Social Security retirement benefits, you can withdraw your application for Part A. To do so, contact the Social Security Administration at 1-800-772-1213. There are no penalties or repercussions, and you are free to reapply for Part A at any future date.

- If you have applied for, or are receiving, Social Security benefits—which automatically entitles you to Part A—you cannot continue to contribute to your HSA. In these circumstances, the only way you could opt out of Part A would be to pay back to the government all the money you’ve received in Social Security payments, plus everything Medicare has spent on your medical claims. You must repay these amounts before your application to drop out of Part A can be processed. If you take this action, you’re no longer entitled to Social Security or Medicare, but you can reapply for both at any time in the future (for example, if you end or lose your HSA coverage).

44) When I enroll in Medicare, can I continue contributing to my HSA?
You cannot contribute to an HSA in any month that you are enrolled in Medicare. In the year you enroll in Medicare, your total contribution (your contribution plus the State’s) must be prorated. For example, if you enroll in Medicare in July, your HSA contribution must reflect the fact that you were eligible to contribute to your HSA for only half of the year (January through June).

45) I’m enrolled in Medicare. Can I still be covered under my spouse’s HSA-eligible plan through his/her employer?
Yes, and you can continue to use funds from your working spouse’s HSA for qualified expenses.

46) If my spouse/dependent is enrolled in Medicare, can I open and contribute to an HSA?
Yes, if a spouse or dependent will be or is already covered by Medicare, you can still sign up for the Anchor Choice Plan and open and contribute to an HSA if you are eligible (see question 3). If you file taxes jointly with your spouse, you can use your HSA to help pay for your spouse’s qualified expenses, such as Medicare premiums.

47) I’m 65 or older and not enrolled in Medicare. What happens to my HSA when I decide to retire?
When you retire and enroll in Medicare, you may no longer contribute to your HSA. However, you may withdraw money from your HSA for medical and non-medical purposes without penalty. When your Medicare coverage starts, you can use your HSA to pay your Medicare premiums, deductibles, and copayments.
**Important:** You need to stop contributing to your HSA six months before you apply for Social Security retirement benefits to avoid tax penalties. If you’re already at least six months beyond your full retirement age (currently 66) when you finally sign up for Social Security retirement benefits, Social Security will give you six months of “back pay” in retirement benefits. This means that your enrollment in Part A (and therefore in Medicare) will also be backdated by six months. Under IRS rules, you cannot contribute to an HSA in any month that you are enrolled in Medicare, so you will be liable to pay six months of taxes on any HSA contributions made up to that point.

**48) I enrolled in Medicare under age 65 due to a disability. Can I participate in the Anchor Choice Plan?**
Yes, but as long as you are enrolled in Medicare, you will not be able to contribute to an HSA. You also will not receive a contribution from the State.

**Section 5 – HSA and Flexible Spending Accounts**

**49) Can I have an HSA and a flexible spending account (FSA)?**
Yes and no. Per IRS rule, you cannot maintain both a *general purpose* healthcare FSA (GP FSA) and an HSA. A GP FSA counts as other health coverage that renders you ineligible for an HSA. But the law does permit an HSA holder to contribute to and maintain a *limited purpose* healthcare FSA (LP FSA). An LP FSA can only be used to pay for eligible dental and vision expenses, as well as preventive healthcare expenses.

An LP FSA is available to employees who have elected the Anchor Choice Plan. You may contribute up to $2,750 (2020 projection) to an LP FSA, and you can roll over up to $500 of unspent contributions from year to year. Some examples of LP FSA eligible expenses are:

- copays, deductibles, and coinsurance for dental or vision expenses
- dental exams, x-rays, fillings, orthodontia, crowns, bridges, implants, and dentures
- vision exams, eyeglasses, prescription sunglasses, and contact lenses/solution

**50) If my spouse has a GP FSA through another employer, can I open an HSA?**
Probably not. Unless your spouse’s GP FSA is an “employee-only” or “employee plus children only” GP FSA, you would be covered by your spouse’s GP FSA and would be ineligible to open an HSA.
51) If I am covered under a high-deductible health plan through my spouse’s employer, can I contribute to a State-sponsored GP FSA?

No. If you elect the GP FSA, your spouse will lose his or her eligibility to contribute to an HSA because your GP FSA automatically covers your spouse and is considered disqualifying health coverage for HSA eligibility purposes.

52) If I am currently enrolled in a GP FSA and want to enroll in the Anchor Choice Plan during open enrollment, what happens to remaining funds in my GP FSA as of the end of the current plan year?

If you are enrolling in the Anchor Choice Plan during open enrollment and you have $500 or less remaining in your GP FSA at the end of the current plan year, the remaining amount will be rolled over to an LP FSA for the next plan year—regardless of whether you elect to open an LP FSA. Any amount over $500 will be forfeited. For further details about FSA carry-over and forfeiture, please see the FSA FAQ on the Office of Employee Benefits website: www.employeебenefits.ri.gov.