**Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Notice</td>
<td>5</td>
</tr>
<tr>
<td>Eligibility</td>
<td>5</td>
</tr>
<tr>
<td>How to Enroll</td>
<td>5</td>
</tr>
<tr>
<td>New Employees</td>
<td>5</td>
</tr>
<tr>
<td>Annual Enrollment</td>
<td>6</td>
</tr>
<tr>
<td>When Participation Begins</td>
<td>6</td>
</tr>
<tr>
<td>New Employees</td>
<td>6</td>
</tr>
<tr>
<td>Annual Enrollment</td>
<td>6</td>
</tr>
<tr>
<td>Making Changes</td>
<td>6</td>
</tr>
<tr>
<td>Defining a Qualified Family Status Change</td>
<td>6</td>
</tr>
<tr>
<td>If You Have a Family Status Change</td>
<td>6</td>
</tr>
<tr>
<td>If You Take a Leave of Absence</td>
<td>7</td>
</tr>
<tr>
<td>Paid Leave of Absence</td>
<td>7</td>
</tr>
<tr>
<td>Unpaid Leave of Absence – Healthcare FSA</td>
<td>7</td>
</tr>
<tr>
<td>Unpaid Leave of Absence – Dependent Care FSA</td>
<td>7</td>
</tr>
<tr>
<td>When Your Employment Ends</td>
<td>8</td>
</tr>
<tr>
<td>Healthcare FSA</td>
<td>8</td>
</tr>
<tr>
<td>Dependent Care FSA</td>
<td>8</td>
</tr>
<tr>
<td>If You Are Rehired</td>
<td>8</td>
</tr>
<tr>
<td>Continued Participation in the Healthcare FSA (COBRA)</td>
<td>8</td>
</tr>
<tr>
<td>COBRA Coverage</td>
<td>8</td>
</tr>
<tr>
<td>Losing Continued Coverage</td>
<td>9</td>
</tr>
<tr>
<td>Summary of Benefits</td>
<td>9</td>
</tr>
<tr>
<td>How the Flexible Spending Account Works</td>
<td>10</td>
</tr>
<tr>
<td>How Much You Can Contribute</td>
<td>10</td>
</tr>
<tr>
<td>Limits and Restrictions</td>
<td>10</td>
</tr>
<tr>
<td>Additional Limits on Dependent Care FSA Contributions</td>
<td>11</td>
</tr>
<tr>
<td>If Your Spouse Also Contributes to a Dependent Care FSA, You File Taxes Separately or Based on Earned Income</td>
<td>11</td>
</tr>
<tr>
<td>If Your Spouse Is Either Disabled or a Full-Time Student</td>
<td>11</td>
</tr>
</tbody>
</table>
How Participating in the FSA(s) Affects Taxes and Other Benefits .......................................................... 12
The Tax Advantages ........................................................................................................................................ 12
Impact on Other Benefits ............................................................................................................................... 12
Employer-Sponsored Benefits ....................................................................................................................... 12
Social Security .................................................................................................................................................. 12
Your Flexible Spending Account Statements ................................................................................................. 12
Your Healthcare FSA ....................................................................................................................................... 12
Eligible Healthcare Expenses ......................................................................................................................... 13
Limited Healthcare FSA ................................................................................................................................. 13
Ineligible Healthcare Expenses ..................................................................................................................... 14
Your Dependent Care FSA ............................................................................................................................. 15
Eligibility .......................................................................................................................................................... 15
Who Qualifies as a Dependent ........................................................................................................................ 15
Eligible Dependent Care Expenses ................................................................................................................ 15
Ineligible Dependent Care Expenses ........................................................................................................... 16
Claiming Reimbursement ............................................................................................................................... 16
When You Can File Claims ............................................................................................................................ 16
Aetna/PayFlex Card ....................................................................................................................................... 17
Documenting Your Claim ................................................................................................................................. 17
Healthcare Expenses ..................................................................................................................................... 17
Dependent Care Expenses ............................................................................................................................. 18
Reimbursement ................................................................................................................................................ 18
How to Appeal a Denied Claim ....................................................................................................................... 19
Healthcare FSA Claims and Appeals ............................................................................................................. 19
Dependent Care FSA Claims and Claims Relating to Eligibility under the Plan ........................................... 21
Non-Assignment of Benefits ........................................................................................................................... 21
Legal Action and Exhaustion of Appeals ......................................................................................................... 21
Restriction of Venue ....................................................................................................................................... 22
Discretionary Authority ................................................................................................................................... 22
Plan Information ............................................................................................................................................... 22
Your ERISA Rights: Healthcare FSA .............................................................................................................. 22
Receive Information about Your Plan and Benefits ....................................................................................... 22
Continue Group Health Plan Coverage

Prudent Action by Plan Fiduciaries

Enforce Your Rights

Assistance with Your Questions

General Information about the Plan

Amendment or Termination of the Plan

Plan Documents

HIPAA Privacy and Security

Definitions
Important Notice

The Flexible Spending Accounts (FSA) plan is established by Emory voluntarily and may be amended or terminated at any time by Emory, in its sole discretion. Amendments may, among other things, affect eligibility, contribution rates, benefits coverage, reimbursement rates, procedures, participation, etc., at any time, regardless of whether the individual is participating in the benefit plans at the time of amendment. The Plan Administrator has the discretionary authority to interpret the provisions of the Plan and SPD, and its decisions are final and binding. Nothing in the SPD or the Plan gives, or is intended to give any person the right to be retained in Emory’s employment or to interfere with Emory’s right to terminate the employment of any person.

Eligibility

You are in an eligible class for coverage under this Plan if you are:

- A regular full-time or half-time (at least 20 hours per week) employee of Emory (including its affiliated employers in the same controlled group).

- A temporary full-time employee on an assignment at Emory University scheduled for at least six consecutive months.

You can sign up for the Healthcare FSA, the Dependent Care FSA, both FSAs, or neither FSA. Participation is completely voluntary; it is up to you to decide which FSA (if any) meets your needs.

If you are enrolled in the HSA Plan, you are not eligible for the standard Healthcare FSA and will be enrolled in a Limited Healthcare FSA, if you choose to participate in a Healthcare FSA. Only employees can enroll in the Flexible Spending Accounts, but the FSAs can be used to reimburse your dependents’ eligible expenses, as well as your own.

The employers participating in these FSAs are: Emory University, Emory Healthcare, Inc., The Emory Clinic Inc., Emory Speciality Associates, LLC, and Emory + Children’s Pediatric Institute, Inc.

How to Enroll

Enrolling is easy and available 24 hours a day via Employee Self-Service or e-Vantage through your Employer’s homepage. You must enroll within 31 days of your eligibility date. Your completed enrollment authorizes your employer to withhold a portion of your earnings before taxes are deducted and credit that same amount into your FSA(s).

Federal law requires that whatever election you make is locked in throughout the applicable calendar year unless you have a “family status change.” Federal law also requires that any amounts you do not use for eligible reimbursements be forfeited, so it is important to plan carefully.

New Employees

You must enroll within 31 days of your date of hire (or the date you became eligible to participate) in order to participate in a FSA(s).
Annual Enrollment

The annual enrollment period is your opportunity to review your benefit needs for the upcoming year and to change your benefit elections, if necessary. The elections you make will be in effect for the following year.

If you are already enrolled in a FSA(s) and wish to continue participating, you must re-enroll each year to continue your participation.

When Participation Begins

New Employees

For a newly hired (or newly eligible) employee, you are eligible to participate on your date of hire. You must complete the enrollment process within 31 days to participate.

Annual Enrollment

Your annual election will go into effect on January 1 and will remain in effect through December 31, unless you experience an event that permits you to make an election change or which terminates your coverage, as described below.

Making Changes

The IRS requires that your FSA elections stay in effect throughout the full Plan year. Once made, you cannot change your election during the year unless you experience a “qualified family status change.”

Defining a Qualified Family Status Change

The following are examples of qualified family status changes for the FSA:

- Marriage
- Divorce
- Birth or adoption of a child
- Death of a spouse or child
- Termination of your spouse’s employment
- Commencement of your spouse’s employment affecting eligibility
- Transition from part-time to full-time work, or from full-time to part-time work, by you or your spouse that affects eligibility
- An unpaid leave of absence taken by you or your spouse affecting eligibility
- Change in provider or cost for Dependent Care FSA (does not apply if the provider is your relative)
- A child ceasing to qualify as a dependent (such as turning age 13 with respect to the Dependent Care FSA elections)

If You Have a Family Status Change

You have 31 days from the qualified family status change to change your Healthcare and/or Dependent Care FSA election. The change in your FSA election must be due to and consistent with the change in your family status. (For example, upon the birth or adoption of your child, you could increase the amount you are contributing to your Healthcare FSA, but you could not stop your FSA contributions.) You should contact the Benefits Department immediately after the change takes place to make sure you allow yourself
If you do not report the family status change and submit the election change request within the 31-day period, you will not be allowed to make the change until the next annual enrollment period.

If You Take a Leave of Absence

Paid Leave of Absence

Your participation in a FSA(s) will not be affected if you are granted a paid leave of absence. Payroll deductions will continue, and you can still use your FSA(s) to reimburse yourself for eligible expenses. However, you could choose to decrease or stop your contributions to the Dependent Care FSA.

Unpaid Leave of Absence – Healthcare FSA

While on an unpaid leave of absence:

1. You can continue your Healthcare FSA by making payments on an after-tax basis (contact your Benefits Department for details). If you do not make your payments by the deadline, coverage will terminate and you will be eligible only for reimbursements for claims incurred before the effective date of your unpaid leave or the date you stopped making contributions, whichever is later; or

2. Upon return to work, if your unpaid leave was FMLA leave, you may either have your same per pay period withholding apply (with a corresponding reduction in the total amount available to reflect the period during which no contributions were made) or you can choose to have your pay period withholding increased as necessary to make up the contributions you missed while out on leave. However, even if you make up the missed contributions, you still will not be eligible to be reimbursed for expenses incurred during your leave. If you have had a change in status, you may be eligible to make changes to your election within 31 days of your return from the unpaid leave of absence.

Contact the Benefits Department for more information.

Unpaid Leave of Absence – Dependent Care FSA

If you are on an unpaid leave of absence, your contributions and participation in the Dependent Care FSA will end. You can continue to be reimbursed from your Dependent Care FSA for eligible expenses you incurred while you were actively at work; you will not be reimbursed for expenses incurred while on unpaid leave. Any balance in your account from contributions made before your leave can be used for claims incurred upon your return to work.

When you return from an unpaid leave, it is considered a family status change and you may elect to participate in the Dependent Care FSA so long as you complete the family status change within 31 days of your return to work. Contact the Benefits Department for more information.
When Your Employment Ends

Healthcare FSA

If you terminate during the year, you have two choices for your Healthcare FSA:

- You can cease to participate, in which case you will have until May 15 of the next year to submit claims for expenses incurred before your termination of employment date; or
- You can continue your contributions on an after-tax basis by electing COBRA coverage, provided you are eligible for COBRA. [See Continued Participation in the Healthcare FSA COBRA for more information.] In this case, you can still claim reimbursements from your account for expenses incurred after you terminate through the end of the year (or, if earlier, through the date your COBRA coverage continues), provided you continue your after-tax contributions.

Dependent Care FSA

If you terminate employment during the year, your contributions to your Dependent Care FSA will end. However, you can still be reimbursed for eligible expenses you incur through your last day worked. You have until May 15th of the following year to submit claims.

If You Are Rehired

If you leave Emory and are rehired as an eligible employee, you may make a new FSA election within 31 days of your rehire date. If you are rehired within the same calendar year, your prior contributions and reimbursements should be considered when electing for the balance of the year. Expenses incurred while you were not participating in FSA are not reimbursable.

Continued Participation in the Healthcare FSA (COBRA)

Under some circumstances, you and/or your eligible dependent(s) can still participate in the Healthcare FSA even after your coverage ends. This continued coverage is available if coverage ends due to a qualifying event, such as:

- Your employment terminates for any reason other than gross misconduct;
- Your scheduled work hours are reduced;
- You retire;
- You divorce;
- Your child ceases to be eligible; or
- You die.

This extended coverage is provided through the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), as amended, and applies to the Healthcare FSA only, not to the Dependent Care FSA.

COBRA Coverage

If coverage terminates due to a qualifying event, you and your dependent(s) if applicable, can still contribute to the Healthcare FSA on an after-tax basis through the end of the calendar year, provided you have a positive account balance at the time of the qualifying event. In certain cases (such as following
termination of employment), Emory’s COBRA Administrator will notify you or your dependent(s) when you (or they) are eligible for continued coverage. In other situations, such as divorce, you have the obligation to provide written notice of a qualifying event to Emory at the address provided in this SPD for the Plan Administrator – no later than 60 days following the date of the event - so that COBRA can be offered. Even though the COBRA rules allow you to take up to 60 days to notify Emory about a divorce, remember that you have only 31 days to modify your election during the year. If you fail to notify Emory within 31 days of a divorce (or other pertinent event), then you will not be able to change or revoke your election under the Healthcare FSA for the remainder of the Plan Year. Of course, this will not affect your dependent’s right to elect COBRA. If you or your dependents do not provide the required notice on time, you or your dependent, as applicable, will not have the right to elect COBRA.

Once you are notified of your right to elect COBRA, you have 60 days to respond and submit your election if you want to continue coverage. If COBRA is elected, the entire cost of coverage plus a 2% administrative fee must be paid for the duration of the COBRA continuation period. In addition, you will have 45 days from the date of your election to submit your required contribution for the first month. Future payments are due each month. Please refer to your COBRA notice for additional important information.

Losing Continued Coverage

Continued participation will end prior to year-end if the Healthcare FSA is discontinued, or if you do not make your contributions on time. If COBRA is not timely elected, or if the required payments are not made when due, the right to COBRA coverage will terminate and cannot be reinstated.

Summary of Benefits

A Flexible Spending Account (FSA) allows you to set aside a portion of your salary on a pre-tax basis, which is reflected, in a special bookkeeping account. You can then use the money in your account(s) to reimburse yourself for qualified healthcare and/or dependent care expenses (but you cannot use money in your Healthcare Account for dependent care expenses or vice versa). Your taxable salary is reduced by the amount you contribute to your account(s), so you pay lower income taxes and Social Security taxes.

Participation in a FSA(s) is voluntary. You decide whether you would like to participate and how much money you would like to contribute based on the minimums and maximums shown below.

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Healthcare Account*</th>
<th>Dependent Care Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maximum</td>
<td>$2,650</td>
<td>$5,000**</td>
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<tr>
<td>Annual Minimum</td>
<td>$200</td>
<td>$200</td>
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</tbody>
</table>

* Please refer to the enrollment material for any changes to the maximum amount that may be contributed to the Healthcare Account.

** Please see below for additional limits that apply, such as if you are married but file taxes separately or based on your or your spouse’s earned income.
How the Flexible Spending Account Works

You decide how much you want to contribute to one or both of the FSA(s) through pre-tax payroll deductions. These amounts can only be used to pay for qualifying expenses incurred while you participate in the account(s). These are bookkeeping accounts only (there is no actual account in your name, and the account does not earn interest). You cannot deposit cash directly into your account(s). Once you decide how much you will contribute for the year, you cannot change your election unless you have a qualified family status change, nor can you transfer money from one FSA to another.

How Much You Can Contribute

You can contribute from $200 to $2,650 (or such other amount indicated in the enrollment material) to your Healthcare FSA each year.

In general, you can contribute from $200 to $5,000 a year to your Dependent Care FSA. However, there are a few additional rules that may affect the maximum available to you. For highly compensated employees (those making $120,000 or greater per year in 2018), the Dependent Care FSA annual contribution will be limited to $2,400 (or such other amount as determined by Emory to satisfy the IRS nondiscrimination rules). Please see the section below entitled “Additional Limits on Dependent Care FSAs” for other rules that may affect the maximum you can contribute to the Dependent Care FSA.

Carefully calculate the amount you contribute to your Flexible Spending Account(s). The IRS imposes a “use it or lose it” rule on FSA plans; you forfeit any money that remains in your account after reimbursement of your eligible expenses for the year. In addition, you cannot transfer amounts from one account to the other. See Limits and Restrictions for more information.

Limits and Restrictions

To preserve the favorable tax treatment of your contributions, there are several important limitations that you should understand before participating in the FSA(s).

- A FSA is what is known as a “use it or lose it” arrangement, which means if you do not spend all of the money in your account, you lose the unspent balance. You must decide how much to deposit for the year before each year begins. Once you decide your contribution amount, you cannot change it during the year unless you experience a qualified family status change; so you should plan to contribute only as much as you expect to spend in the current (if new hire) or upcoming year.

- Having a Healthcare FSA limits your tax deductions for healthcare expenses. However, keep in mind that you can deduct unreimbursed healthcare expenses from your federal income tax only if they exceed the threshold established by the Internal Revenue Service.

- To be eligible for reimbursement from the Healthcare FSA, the expenses must be for you, your child or a tax-qualified dependent. A tax-qualified dependent is someone for whom you can claim a tax exemption, such as a spouse.
• Having a Dependent Care FSA limits the tax credits you may be able to take for dependent care expenses. You can use both the Dependent Care FSA and tax credit, provided you do not claim the same expenses for both. However, federal regulations require that your dependent care tax credit be reduced dollar for dollar, by whatever you put into your FSA.

• You should ask your tax advisor to help you choose the right alternative for your tax bracket.

• You cannot transfer funds between the Healthcare and Dependent Care FSAs.

• You cannot carry over any unclaimed Dependent Care FSA balances from one year to the next. Any funds remaining in your Dependent Care FSA on December 31 will be forfeited unless they are used to cover expenses incurred during that calendar year and Aetna/PayFlex receives your claim for reimbursement by the following May 15.

• The risk of forfeiting money from your Healthcare FSA is reduced by a grace period. You can use your remaining balance available on December 31 to pay for expenses incurred through March 15, if you are a participant on December 31. To avoid forfeiture, claims must be filed by May 15. For example, claims incurred between January 1 and March 15 will have to be received by May 15.

• Remember that if you participate in the general Healthcare FSA in 2019 and you want to contribute to a Healthcare Savings Account in 2020, you may want to use up your entire balance by December 31, 2019. Due to IRS rules, if you have any balance in a general Healthcare FSA on December 31 that provides for a grace period, you cannot contribute to a Health Savings Account until the following April 1, even if you do not submit expenses for reimbursement after the end of the year.

**Additional Limits on Dependent Care FSA Contributions**

**If Your Spouse Also Contributes to a Dependent Care FSA, You File Taxes Separately or Based on Earned Income**

The IRS sets additional limits on your contributions if you are married and your spouse has a Dependent Care FSA through his or her employer:

• You are limited to a **combined** Dependent Care FSA contribution of $5,000 in a calendar year. This limit applies whether you have one or more dependents receiving care.
• If you file **separate** federal income tax returns, the most you can contribute is $2,500 a year.
• If you file a **joint** return, you cannot contribute more than you earn (or what your spouse earns, if it is less than what you earn for the year, with a $5,000 limit).

**If Your Spouse Is Either Disabled or a Full-Time Student**

If your spouse is disabled or a full-time student, the IRS considers your spouse’s earnings to be $250 a month if you have one eligible dependent, and $500 if you have more than one eligible dependent.
How Participating in the FSA(s) Affects Taxes and Other Benefits

Establishing a FSA can also affect your tax strategy when you file your income tax return. You should consult with a tax advisor before signing up for a FSA(s) – you cannot change your election once you have made it, unless you have a qualified family status change (as explained in Making Changes).

The Tax Advantages

The Internal Revenue Code Section 125 allows your employer to take the money you direct to your FSA(s) out of your pay before federal income, state income, and Social Security (FICA) taxes are deducted. In turn, your taxable income is lower, and you pay less federal, state, and FICA taxes. Emory has the right to adjust elections, as it deems reasonable to comply with IRS nondiscrimination rules.

Any reimbursements you receive from your FSA(s) are exempt from federal tax as long as you have not taken (or do not intend to take) a tax deduction or credit for related expenses when you file your federal tax return.

Impact on Other Benefits

Employer-Sponsored Benefits
While you are “reducing” your pay for tax purposes, your pay-related benefits (for example, any employer-sponsored life and disability insurance, and retirement benefits) are not reduced. Your benefits from these plans will be based on your compensation before any amounts are deducted.

Social Security
Since your Social Security (FICA) taxes are based on your reduced pay, your future Social Security benefits may be slightly lower.

Your Flexible Spending Account Statements

The Explanation of Payment (EOP) that Aetna/PayFlex issues with each reimbursement is also a good source of information. The EOP details the amount reimbursed and your current balance.

You can also access information about your FSA account status 24 hours a day, 7 days a week by registering and logging in to Aetna Navigator at www.aetna.com/individuals-families.html. Once logged in you can see your account information under Your Accounts & Funds.

Your Healthcare FSA

The Healthcare FSA lets you pay many of your otherwise unreimbursed healthcare expenses with tax-free dollars. Since not every healthcare expense you incur is eligible for reimbursement through your FSA, it is important to know which are reimbursable and which are not.

If an expense is covered under any other plan(s), you cannot submit it for reimbursement under your Healthcare FSA until the expense has been considered by the other plan(s).
Eligible Healthcare Expenses

You can use your Healthcare FSA to reimburse yourself for certain expenses that are considered “medical care” under Section 213(d) of the Internal Revenue Code, as long as the expenses are not reimbursed by any other medical, dental or vision plan. Tax rules change, so you should check with your tax advisor about the eligibility of specific expenses. You can get additional information about eligible healthcare expenses from IRS Publication 502, “Medical and Dental Expenses,” which is available from your local IRS office and the IRS website at http://www.irs.gov. Keep in mind that all expenses listed in the Publication are eligible for reimbursement (such as premiums for coverage).

Limited Healthcare FSA

HSA Plan members may use the Limited Healthcare FSA to pay for dental and vision expenses beginning the effective date of coverage. However, medical expenses are reimbursable only after the HSA Plan deductible has been met.

Eligible health care expenses include medically necessary:

- Acupuncture
- Auto equipment such as special hand controls to assist the physically disabled
- Braille books and magazines
- Crutches
- Dental treatment
- Eye exams, lenses, frames and contact lenses
- Fertility enhancement procedures such as in vitro fertilization (including temporary storage of eggs or sperm), and infertility surgery, including an operation to reverse a prior sterilization procedure
- Guide dog or other animal used by a visually-impaired or hearing-impaired person
- Healthcare and pharmacy co-payment, deductible and coinsurance amounts
- Healthcare expenses that are above the customary charge or healthcare plan maximums
- Hearing exams and hearing aids
- Laser eye surgery
- Lead-based paint removal to protect a child who has, or who has had, lead paint poisoning from continued exposure
- Legal fees directly related to committing a mentally ill person
- Lodging while you receive medical care away from home. Care must be provided by a doctor in a licensed hospital or treatment facility, and the lodging must be primarily for, and essential to, medical care
- Long term care services required by a chronically ill person, if provided in accordance with a plan of care prescribed by a licensed Healthcare practitioner
- Medical information plan that maintains your medical information so it can be retrieved from a medical data bank for your medical care
- Medical services and supplies not covered by your medical plan, provided they are medically necessary (expenses for most cosmetic procedures are not eligible)
- Osteopathic services
- Over-the-Counter medications, with a physician’s prescription
- Smoking cessation programs
• Specialized equipment for the disabled, including:
  o Cost and repair of special telephone equipment that allows a hearing-impaired person to communicate over a regular telephone, and equipment that displays the audio part of television programs as subtitles for hearing-impaired people.
• Transportation expenses if primarily for, and essential to, medical care

If you have any questions about what is considered an eligible expense under the Healthcare FSA, you may call Aetna/PayFlex Member Services at 1-888-678-8242. You may also contact your local IRS office, or visit the IRS website at [http://www.irs.gov](http://www.irs.gov).

**Ineligible Healthcare Expenses**

Just as important as understanding what is eligible for reimbursement through your Healthcare FSA, is knowing what is not generally eligible, including the following:

• Expenses for which you have already been reimbursed by other healthcare plans or for which you could be reimbursed from those plans, if you submitted a claim (including Medicare, Medicaid, and Emory's or any other Medical, Dental, or Vision Plan)
• Expenses incurred by anyone other than you or your qualified dependents
• Expenses that are not excludable from federal income tax return
• Babysitting, childcare and nursing services for a normal, healthy baby. This includes the cost of a licensed practical nurse (L.P.N.) to care for a normal and healthy newborn.
• Controlled substances
• Cosmetic dental work
• Cosmetic surgery (any procedure to improve the patient's appearance that does not meaningfully promote the proper function of the body, or prevent or treat illness or disease)
• Custodial care in an institution
• Diaper service
• Electrolysis
• Funeral and burial expenses
• Healthcare plan contributions or premiums, including those for Medicare, your spouse's employer's plan, COBRA, or any other private coverage
• Health club dues
• Household help, even if such help is recommended by a physician
• Illegal medical services or supplies
• Maternity clothing
• Medical savings account (MSA) contributions
• Medical plan expenses prior to meeting the deductible, if you are enrolled in a Limited Healthcare FSA
• Over-the-counter health aids or medication, not for medical care (example: vitamins, weight loss aids)
• Nutritional supplements
• Personal use items, unless the item is used primarily to prevent or alleviate a physical or mental defect or illness
• Prescription drugs for cosmetic purposes
• Weight-loss programs not prescribed by a doctor for a specific disease
• Special schooling for a child, even if the child may benefit from the course of study or disciplinary methods
• Transportation to and from work, even if a physical condition requires special means of transportation
• Up-front patient administration fees paid to a physician’s practice
• Vitamins or minerals taken for general health purposes

Your Dependent Care FSA

You can use the Dependent Care FSA to reimburse yourself with tax-free funds for certain employment-related dependent care expenses.

Eligibility

If you are married, you may be reimbursed for expenses from the Dependent Care FSA only for expenses incurred while your spouse works or is actively looking for work, or if your spouse:

• Has no earned income for the year; and
• Is a full-time student for at least five months of the year; or
• Is incapable of caring for himself or herself or for the dependent.

Who Qualifies as a Dependent

You can use your Dependent Care FSA to cover the expenses of dependents who are defined as:

• Children who are under age 13 when the care is provided and for whom you can claim an exemption on your federal income tax return;

• Your spouse or other dependent who is mentally or physically incapable of self-care, who lives with you for more than half of the year, and whom you claim as a dependent on your federal tax return (or who you could have so claimed except such individual’s earnings exceed the amount permitted for IRS tax exemption purposes).

You can use your Dependent Care FSA to pay expenses for a qualifying child for whom you have joint custody if you pay more than half of the child’s support and have custody during the year longer than the other parent. The costs associated with caring for the elderly also may qualify for reimbursement if they live in your home at least eight hours a day and are completely incapable of caring for themselves.

Eligible Dependent Care Expenses

The Dependent Care FSA is strictly monitored by the IRS, and only those expenses that comply with Section 129 of the Internal Revenue Code of 1986 are covered. Keep in mind that the expenses must be work-related to qualify as eligible expenses. The IRS considers expenses “work-related” only if they meet both of the following rules:

• They allow you (and your spouse) to work or look for work; and

• They are for the care of a qualified dependent.

You can pay the following work-related expenses through your Dependent Care FSA:
• Wages paid to a baby sitter, unless you or your spouse claims the sitter as a dependent.
• Care can be provided in, or outside of, your home.
• Services of a Dependent Care Center (such as a daycare center or nursery school) if the facility provides care for more than six individuals (other than those who reside there), receives a fee, payment or grant for providing its services, and complies with all applicable state and local laws and regulations.
• Cost for adult care at facilities away from home, such as family daycare centers, as long as your dependent spends at least 8 hours at home.
• Wages paid to a housekeeper for providing care to an eligible dependent. Household services, including the cost to perform ordinary services needed to run your home which are at least partly for the care of a qualifying individual, are covered as long as the person providing the services is not your dependent under age 19 or anyone you or your spouse claim as a dependent for tax purposes.

If you have any questions about what is considered an eligible expense under the Dependent Care FSA, you may call Aetna/PayFlex member services at 1-888-678-8242. You may also contact your local IRS office or visit the IRS website and review Publication 503 at http://www.irs.gov/.

Ineligible Dependent Care Expenses

You cannot use your Dependent Care FSA to reimburse yourself for services that:

• Allow you to participate in leisure-time activities;
• Allow you to attend school part-time;
• Enable you to attend educational programs, meetings or seminars; or
• Are primarily medical in nature (such as in-house nursing care).

In addition, expenses for education (such as kindergarten fees) cannot be reimbursed from this account, nor can expenses for overnight camp.

Claiming Reimbursement

When You Can File Claims

Expenses must have been incurred during the Plan Year (or portion of the year during which you participate in that particular account). An expense is incurred when the service that gives rise to the expense is provided. When the expense is billed, charged or paid is irrelevant.

You may not be reimbursed for any expenses arising before the plan becomes effective or for any expenses incurred after the close of the plan year (other than due to the grace period), or after a separation from service or other loss of coverage (unless COBRA coverage is elected).
For example, orthodontia payments, even if billed, will not be considered a healthcare expense under this plan until after the service has been provided. Orthodontia expenses will be reimbursed by this plan only if the expense has been incurred within the plan year. Lump sum payments or services paid in advance of the service being rendered are not reimbursable under this plan, except as provided below.

Orthodontia expenses may also be reimbursed if a reasonable payment schedule or service contract with expense detail is provided with the claim. A reasonable payment schedule or service contract must be prepared by your dentist and must illustrate what orthodontia services are to be provided, when the services are planned to be provided (identified by month and year), and the corresponding projected expenses associated with those services. An example of a reasonable payment schedule or service contract may include a down payment for initial services provided, and subsequent proportional payments in anticipation of follow-up services. Lump sum payments or services paid in advance of the services being rendered are not reimbursable under this plan in absence of a reasonable payment schedule or service contract.

**Aetna/PayFlex Card**

Participants will automatically receive an Aetna/PayFlex card in the mail. Please activate the card when you receive it so that you will be able to use the card for qualified expenses. Please note that the use of the Aetna/PayFlex card is purely for convenience only. IRS guidelines for FSAs still require participants to retain receipts for any eligible expense for which they receive reimbursement. The FSA plan administrator, Aetna/PayFlex, will still request verification of expenses from participants. You will need to submit appropriate supporting documentation for a given expense where the Aetna/PayFlex card was used or the card may be deactivated. Please note that a payment receipt may not be sufficient for medical and dental services, so check with Aetna/PayFlex to determine what supporting documentation is required.

There are a few circumstances where healthcare expenses purchased with a debit card will be substantiated automatically. For example, payments to a healthcare provider that match the medical plan copay amount do not have to be substantiated. However, you should always keep documentation necessary to support any transactions made with your debit card (such as an itemized bill or an Explanation of Benefits (EOB) form) even if you think your expense will not require substantiation.

If an expense reimbursed by the Health FSA is not eligible for reimbursement, or you do not provide the required substantiation of the expense within the required timeframe, your privileges under the Aetna/PayFlex card may be suspended or terminated. In addition, the excess reimbursements may be recovered; offsetting the excess against other eligible Healthcare FSA expenses submitted for reimbursement; or withholding such amounts from your pay (to the extent permitted under applicable law).

If the Plan Administrator is unable to recoup the excess reimbursement as described above, it may take other permitted actions, such as reporting additional taxable income to you, or may treat the excess reimbursement as it would any other bad business debt. This could result in adverse income tax consequences to you.

Those enrolled in the Limited Healthcare FSA due to enrollment in the HSA medical plan do not receive Aetna/PayFlex Cards. Participants with Limited Healthcare FSA qualified expenses may file a claim by logging in to Aetna Navigator at [www.aetna.com/individuals-families.html](http://www.aetna.com/individuals-families.html).

**Documenting Your Claim**

**Healthcare Expenses**

When you submit a claim for reimbursement from your Healthcare FSA, you must provide a copy of:
• The Explanation of Benefits (EOB) you received from your healthcare plan showing how much, if any, of your claim was paid; or

• Itemized bills from suppliers for expenses not covered by any healthcare plan. The itemized bill should include the following information:
  • Patient name;
  • Diagnosis;
  • Service or service provided;
  • Charge; and
  • Date of service

Your claim will not be accepted if the required information is not provided. You may use the “FSA/Limited Purpose FSA” claim form to ensure that your claim submission contains all of the required information.

**Dependent Care Expenses**
To file a claim for reimbursement, complete the “FSA / Limited Purpose FSA” claim form. Copies of the form are available on the benefits website. You must provide the following information in your claim submission:

• Dependent’s name;

• Provider’s name, address and tax ID (or Social Security) number;

• The cost, nature and place of the service(s) performed;

• Proof of payment; and

• An indication of whether the provider is related to you and, if so, how (if the provider is your child, you must also include the child's age)

You may ask your dependent care provider to sign the claim form as verification of payment. Detailed bills or receipts are also considered acceptable documentation for dependent care expenses. You are also required to report your provider's taxpayer identification number or Social Security number when you file your tax return.

**Reimbursement**
Aetna/PayFlex processes FSA claims as they are received, and issues FSA claim payments.

You can be reimbursed through your Healthcare FSA for qualifying healthcare expenses up to the annual pledge amount you elected at enrollment – even if not all of it has been deducted from your paychecks.

You can be reimbursed for dependent care expenses only up to the amount in your Dependent Care FSA when you file a claim. Any unpaid amounts still due you will be processed in the next claim cycle when (and if) you have enough money in your Dependent Care FSA to cover them.

You will receive an Explanation of Payment (EOP), which reflects the status of your account, each time you submit a request for reimbursement (for example, the amount of the claim, how much of it is eligible for
reimbursement, what has been paid to date from your FSA, any amounts still payable, and any balance remaining in your Account).

Contact information for claim submission and customer service for Aetna/PayFlex is as follows:

PayFlex Systems USA, Inc.
P.O. Box 4000
Richmond, KY 40476-4000

Fax: 1-888-238-3539

For the hearing impaired, call 1-877-703-5572

Customer Service: 1-888-678-8242

**How to Appeal a Denied Claim**

If your claim is entirely or partially denied, the reason(s) for the denial will appear on the Explanation of Payment (EOP) you receive from Aetna/PayFlex (see below for more information on claim denials and your right to appeal a denial). If you would like your claim reconsidered, you must submit a written appeal within the required deadline to:

PayFlex Systems USA, Inc.
P.O. Box 4000
Richmond, KY 40476-4000

**Healthcare FSA Claims and Appeals**

If a claim for Healthcare FSA benefits is denied in whole or in part, Aetna/PayFlex will notify you of an adverse benefit determination within a reasonable period of time but in no event later than 30 days after receipt of a claim. An adverse benefit determination is any denial, reduction or termination of a benefit, or a failure to provide or make a payment, in whole or in part, for a benefit. A 15-day extension may be allowed to make a determination, provided PayFlex determines that the extension is necessary due to matters beyond its control and it notifies you of the need for an extension.

The denial notice will include:

- The specific reasons for the adverse benefit determination.
- References to the specific plan provisions on which the benefit determination is based.
- A description of any additional material or information needed to process the claim and an explanation of why that material or information is necessary.
- A description of the plan’s appeal procedures and the time limits applicable to those procedures, including a statement of your right to bring a civil action under ERISA Section 502 after an appeal of an adverse benefit determination.
- Any internal rule, guideline, protocol, or other similar criterion relied upon in making the adverse benefit determination, or a statement that a copy of this information will be provided free of charge to you upon request.
- If the adverse benefit determination was based on a health care necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the adverse
You have the right to:

- Submit written comments, documents, records, and other information relating to the claim for benefits.
- Request, free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to your claim for benefits.
- A review that takes into account all comments, documents, records, and other information submitted by you related to the claim, regardless of whether the information was submitted or considered in the initial benefit determination.
- A review that does not defer to the initial adverse benefit determination and that is conducted neither by the individual who made the adverse determination, nor by that person’s subordinate.
- A review in which the named fiduciary consults with a health care professional who has appropriate training and experience in the field of medicine involved in the medical judgment, and who was neither consulted in connection with the initial adverse benefit determination, nor the subordinate of any such individual. This applies only if the appeal involves an adverse benefit determination based in whole or in part on a medical judgment.
- The identification of health care or vocational experts whose advice was obtained in connection with the adverse benefit determination, regardless of whether the advice was relied upon in making the decision.

If your appeal is denied, you will receive the following information:

- The specific reasons for the adverse benefit determination.
- References to the specific plan provisions on which the benefit determination is based.
- A statement that you are entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to your claim.
- A statement describing any voluntary appeal procedures offered by the plan and your right to obtain the information about such procedures, and a statement of your right to bring legal action under ERISA Section 502.
- Any internal rule, guideline, protocol, or other similar criterion relied upon in making the adverse benefit determination; or a statement that a copy of this information will be provided free of charge to you upon request.
- If the adverse benefit determination was based on a medical necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the adverse determination, applying the terms of the plan to your medical circumstances, or a statement that such explanation will be provided free of charge upon request.

You have the right to:

- If your appeal is denied, you will receive the following information:

  - The specific reasons for the adverse benefit determination.
  - References to the specific plan provisions on which the benefit determination is based.
  - A statement that you are entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to your claim.
  - A statement describing any voluntary appeal procedures offered by the plan and your right to obtain the information about such procedures, and a statement of your right to bring legal action under ERISA Section 502.
  - Any internal rule, guideline, protocol, or other similar criterion relied upon in making the adverse benefit determination; or a statement that a copy of this information will be provided free of charge to you upon request.
  - If the adverse benefit determination was based on a medical necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the adverse determination, applying the terms of the plan to your medical circumstances, or a statement that such explanation will be provided free of charge upon request.

If you have filed a claim for Healthcare FSA benefits and that claim has been denied in whole or in part, and you think your claim has been wrongfully denied, you have 180 days after receiving the written denial to request a review. Your request for a review, called an appeal, must be submitted to Aetna/PayFlex in writing. Be sure to explain why you think you are entitled to reimbursement, and attach any documentation that will support your claim. Aetna/PayFlex must respond to your written request for a review within 60 days of receiving it, explaining the reasons for their decision in clear, understandable language. Aetna/PayFlex’s appeal determination decision is final and binding. You can also follow this procedure if you do not receive any response to your claim within 30 days after you have initially filed it with Aetna/PayFlex. You will lose any right to bring legal action if you do not appeal in a timely manner.
Dependent Care FSA Claims and Claims Relating to Eligibility under the Plan

If you submit a claim regarding eligibility under the Plan or a claim under the Dependent Care FSA and it is denied in whole or in part, you will be notified of the adverse determination within a reasonable period of time, but not later than 90 days after receiving the claim. This 90-day period may be extended in certain circumstances require.

If you think your claim has been wrongfully denied, you have 60 days after receiving the written denial to request a review. Your request for a review, called an appeal, must be submitted to Aetna/PayFlex in writing (or, if it relates to eligibility, to the Plan Administrator). Be sure to explain why you think you are entitled to reimbursement, and attach any documentation that will support your claim. Aetna/PayFlex will respond to your written request for a review within 60 days of receiving it. If a longer response time is required, Aetna/PayFlex will notify you. Aetna/PayFlex’s decision is final and binding. You can also follow this procedure if you do not receive any response to your claim within 90 days after you have initially filed it with Aetna/PayFlex. You will lose any right to bring legal action if you do not appeal in a timely manner.

If your claim relates to eligibility or otherwise does not relate to reimbursement or benefits under the FSA, you must submit the claim, appeal and information supporting your claims and/or appeal to the Plan Administrator (not to Aetna/PayFlex). The Plan Administrator has wide and absolute discretion to interpret and apply plan provisions and determine facts, benefits, and eligibility. All interpretations, decisions, and determinations of the Plan Administrator are intended to be final, conclusive, and binding on all parties having an interest in the plan. Also, please refer to the section below regarding bringing legal action.

Non-Assignment of Benefits

You cannot assign, pledge, borrow against, or otherwise promise any benefit payment provided by the Plan before receipt of that benefit payment. However, benefits will be provided to your child if required by a Qualified Medical Child Support Order. In addition, subject to your written direction, all or a portion of benefit payments provided by the Plan may, at the option of the Plan, and unless you request otherwise in writing, be paid directly to the provider rendering a service to you. Any benefit payment made by the Plan in good faith pursuant to this provision fully discharges the Plan to the extent of such payment.

In addition, you may not assign your rights to bring a lawsuit under the Plan to any providers or other persons who may provide or render any treatment or services to you or your dependents.

Legal Action and Exhaustion of Appeals

You must use and fully exhaust all of your actual or potential rights under the Plan’s administrative claims and appeals procedures by filing an initial claim and then filing a timely appeal of any denial before filing suit in court. This relates to claims for benefits, eligibility and to any other issue, matter or dispute (including any plan interpretation or amendment issue). Any such suit must be filed within one year after receiving a final adverse benefit determination on appeal or two years after the date the claim arose. Failure to follow the Plan’s administrative claims and appeals procedures in a timely manner will cause you to lose your right to bring legal action.
Restriction of Venue

Any claim, suit or action filed in court or any other tribunal in connection with the Plan by or on behalf of a Claimant shall only be brought or filed in the United States District Court for the Northern District of Georgia.

Discretionary Authority

The Plan Administrator and Aetna/PayFlex (with respect to any matters delegated to it) have the exclusive discretionary authority to construe and to interpret the Plan, to decide all questions of eligibility for benefits and to determine the amount of such benefits, and their decisions on such matters are final and conclusive. Any interpretation or determination made pursuant to such discretionary authority shall be given full force and effect. Benefits under the Plan will be paid only if the Plan Administrator or Aetna/PayFlex, as applicable, decides in its discretion that a participant is entitled to them.

Plan Information

Your ERISA Rights: Healthcare FSA

The Employee Retirement Income Security Act of 1974, known as ERISA, guarantees your rights as a Plan participant in the Healthcare FSA. ERISA provides that all Plan participants shall be entitled to:

Receive Information about Your Plan and Benefits

Examine, without charge, at the Plan Administrator’s office and at other specified locations, all documents governing the Plan, including insurance contracts and a copy of the latest annual report (Form 5500 Series) that is filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.

Obtain, upon written request to the Plan Administrator, copies of all documents governing the operation of the Plan, including insurance contracts and the latest annual report (Form 5500 Series), and an updated summary plan description. The Plan Administrator may make a reasonable charge for the copies.

Receive a summary of the Plan’s annual financial report. The Plan Administrator is required by law to furnish each participant with a copy of this summary annual report.

Receive a copy of the procedures used by the Plan for determining a qualified medical child support order (QMCSO).

Continue Group Health Plan Coverage

Continue healthcare coverage for yourself, spouse and/or dependents if there is a loss of coverage under the Plan as a result of a qualifying event. You and your dependents may have to pay for such coverage. Review this summary plan description and the documents governing the Plan on the rules governing your COBRA continuation coverage rights.
Prudent Action by Plan Fiduciaries

In addition to creating rights for Plan Participants, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your Plan, called “fiduciaries” of the Plan, have a duty to do so prudently and in the interest of you and other Plan participants and beneficiaries.

No one, including your employer or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA.

Enforce Your Rights

If your claim for a welfare benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request materials from the Plan and do not receive them within 30 days, you may file suit in a federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay up to $110 a day (as indexed) until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Plan Administrator.

If you have a claim for benefits that is denied or ignored, in whole or in part, you may file suit in a state or federal court. In addition, if you disagree with the Plan’s decision or lack thereof concerning the status of a medical child support order, you may file suit in a federal court.

If it should happen that Plan fiduciaries misuse the Plan’s money or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

Assistance with Your Questions

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance obtaining documents from the Plan Administrator, you should contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory; or

Division of Technical Assistance and Inquiries
Employee Benefits Security Administration
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210

You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.
General Information about the Plan

Plan Administrator: Emory University
Attn: Vice President for Human Resources
1599 Clifton Road NE, First Floor
Atlanta, GA 30322
(404) 727-7613

Agent for Service of Legal Process: Emory University
Office of the General Counsel
201 Dowman Drive
101 Administration Building
Atlanta, GA 30322

Plan Sponsor: Emory University
1599 Clifton Road NE, First Floor
Atlanta, GA 30322

Employer Identification Number: 58-0566256

Plan Name: Emory University Beneflex Plan

Plan Number: 507

Type of Plan: Welfare

Plan Year: January 1 – December 31

Type of Administration and Funding: Administrative Services Contract with Aetna/PayFlex
Benefits are paid solely from the general assets of the Employer

Amendment or Termination of the Plan

Emory has the right to amend or terminate the Plan, in whole or in part, at any time. If a change is made, you will be notified. The establishment of an employee benefit plan does not imply that employment is guaranteed for any period of time or that any employee receives any non-forfeitable right to continued participation in any benefits plan.

Plan Documents

This plan description covers the major features of the Flexible Spending Account program administered by Aetna/PayFlex, as in effect January 1, 2019. The plan description has been designed to provide a clear and understandable summary of the Plan, and serves as the Summary Plan Description (SPD), as required for plans subject to ERISA.
HIPAA Privacy and Security

For important information about how the Healthcare FSA can use and disclose protected health information, and about your rights under the HIPAA privacy rule, please refer to the Plan’s Notice of Privacy Practices. This notice also sets out the Plan’s legal obligations concerning your protected health information and describes your rights to access and control your protected health information.

Definitions

**Aetna/PayFlex Card** — A debit card that you may use electronically to access your flexible spending account to pay for eligible expenses. You may use the card at qualified merchants including doctor and dental offices, hospitals, pharmacies, and hearing/vision care centers.

**Benefits** — Your right to payment for Covered Flexible Spending Account Services that are available under the Plan. Your right to benefits is subject to the terms, conditions, limitations and exclusions of the Plan.

**Claims Administrator** — The companies (including affiliates) that provide certain claim administration services for the Plan including Aetna/PayFlex.

**Claim Determination Period** — The calendar year.

**Documentation** — IRS regulations require that claims and certain card transactions be substantiated with appropriate documentation. Documentation includes the insurance carrier Explanation of Benefits (EOB), provider itemized statement or pharmacy receipt, and detailed cash register receipt with the merchant name, product name, date, and amount of purchase.

**Eligible Medical or Dental Expenses** — Expenses incurred by the Employee or the Employee’s Spouse or Dependents that are eligible for reimbursements.

**Expense Incurred** — an expense is treated as having been incurred when the medical or dependent care that give rise to the expense has been provided, and not when you are formally billed, charged for, or pay for the expense. To “give rise” means to cause to happen.

**Grace Period** — The 2½ month period after the end of the Plan Year. During this period, unused account balances that remain at the end of a Plan Year may be used for incurred expenses.

**Participant** — A person who is an Eligible Employee and who is participating in the Plan.

**Plan Year** — The annual accounting period of the Plan.

**Use It or Lose It** — Rule pursuant to Section 125 of the Internal Revenue Code. Under this rule, any money left unspent at the end of the coverage period is forfeited.