



Take more of your paycheck home with a Dependent Care Flexible Spending Account.

The Dependent Care Flexible Spending Account allows you to save pre-tax money to help offset costs related to the care of children and elderly relatives that depend on you.

Things to Note

- 1 You will need to elect your Dependent Care FSA account each year in your new hire, annual enrollment, or mid-year enrollment window, and funds must be used in the same plan year.
- 2 To be eligible to submit expenses both you and your spouse must be working or in school at the time expense is incurred.
- 3 This is a use it or lose it account. You will have a 90-day grace period to submit claims after the end of the plan year, for your expenses incurred during the plan year.
- 4 The Dependent Care FSA is subject to IRS-required non-discrimination testing so you may be notified if your election must be decreased during the plan year.

Frequently Asked Questions

Q: When can I enroll?

You can elect your Dependent Care FSA account through HR Link during your

A: New Hire enrollment window, Annual Enrollment, or a qualifying Mid-Year Life event.

Q: Can I change my contribution amount at any time?

A: No. The election you make during your enrollment window will be your contribution for the plan year.

Have questions?

Submit a Service Request through HR Link or call **866-395-8083** option #1

Copyright 2023 DISH Network LLC. All Rights Reserved.

Q: What is considered a mid-year life event for the DC FSA account?

There are circumstances which may allow you to make changes to your Dependent Care FSA in the middle of a plan year, such as:

- A change in marital status, such as marriage, divorce, or death of your spouse
 - A change in the number of your dependents, such as birth or adoption of a child, or death of a dependent
- A:**
- A change in employment status for you, your spouse, or dependent that affects eligibility
 - A dependent child turns 13 and ages out of eligibility
 - Enrollment in/de-enrollment from child care or elderly care

Please Report a Life Event in HR Link if you experience one of these events, and you want to make a change to your election. This will need to be completed within 30 days of the event.

Q: How do I file a claim?

You will need to upload receipt(s) for your dependent care expenses to Maestro's portal by visiting their website, <https://msave.maestrohealth.com> or through their app. Reimbursement checks can be mailed to your home or directly deposited into a designated bank account. Portal login information is as follows:

- A:**
- Employee ID = Your SSN (no dashes)
 - Employer ID = 120026

Q: Can I have both a Dependent Care FSA and Health Savings Account? Healthcare FSA and Dependent care FSA?

Yes. You can enroll in both the Dependent Care FSA and either an HSA or Health

- A:** Care FSA account because the funds associated with your Dependent Care account are specifically for dependent care needs.

Q: What if my spouse also has a Dependent Care FSA?

- A:** You may both contribute, but if filing jointly, combined you cannot exceed the IRS maximum of \$5,000 per year.

Q: What happens if I don't use all funds contributed for the plan year?

- A:** You will have 90 days from the end of the plan year to submit any outstanding claims through Maestro's portal, for expenses incurred during the plan year. If you don't use all the funds in the account, they are forfeited.

Have questions?

Submit a Service Request through HR Link or call **866-395-8083** option #1

Copyright 2023 DISH Network LLC. All Rights Reserved.



Q: What are considered eligible expenses?

This account can be used for before- and after-school programs, babysitting/nannies, day care, summer day camp, adult day care, in home elder care and more – as long as the expenses are being incurred while you work.

A: Eligible dependents include: dependent children up to the age of 13, or a spouse/ dependent/ elderly family member who is physically or mentally unable to care for themselves.

Q: What happens to my funds if I leave the company?

Your account will remain active through your last day of employment. You will

A: have 90 days following your separation date to submit any expenses incurred prior to your separation date. Unused funds will be forfeited.

Have questions?

Submit a Service Request through HR Link or call [866-395-8083](tel:866-395-8083) option #1

Copyright 2023 DISH Network LLC. All Rights Reserved.