***Please distribute this alert to any users within your agency who are responsible for benefit enrollments.***

**Family Care Account Program (FCAP) Reimbursement Procedures**

* Instructions for processing FCAP reimbursements in 2017 for expenses paid during the calendar year 2016

If your agency is supported by the HR Service Center, all of your employee’s FCAP enrollments and reimbursements will be processed by the HR Service Center’s Employee Services Division. Employees in these agencies should be directed to call 866.377.2672 with any FCAP related questions.

Employee service coordinators within independent agencies and HR Service Center customer service representatives can follow the instructions below for processing FCAP reimbursements in 2017 for expenses paid during the calendar year 2016.

Employees have until March 31 of each calendar year to submit reimbursement requests for expenses paid during the previous calendar year. **Any FCAP reimbursements processed in SAP in 2017 for expenses paid during the calendar year 2016 must be processed via PA30 following the instructions listed below**.

Note: Before processing, please verify the claims have not already been submitted or processed previously in 2016 by accessing HRBENUSFSACLM.

1. Via PA30, enter the Personnel Number and Infotype 0172, FSA Claims, Subtype FCAP.
2. Select the “Create Icon” to create the new record.
3. Enter the claim submission date as the actual date the claim was submitted to the HR Service Center or HR Office.
4. Enter the date cost incurred date as follows (by using these dates, this will ensure that monies are reimbursed from the correct calendar year).

|  |  |  |
| --- | --- | --- |
| **Payroll Area** | **FCAP Costs Incurred Between** | **Use Cost Incurred Date Of** |
| T3 and Z3 | 12/10/2016 and 12/31/2016 | 12/09/2016 |
| T2 and Z2 | 12/17/2016 and 12/31/2016 | 12/16/2016 |
| Z1 | 12/18/2016 and 12/31/2016 | 12/17/2016 |
|  |  |  |

1. For all other 2016 reimbursements that were incurred prior to the dates listed above, process as you normally would.
2. Enter the receivable (claim) amount, status defaults to approved (do not change), and complete the claim document data section.
3. Select the Save icon.

FCAP reimbursements can be processed by following the detailed instructions in the FCAP Reimbursement, IT0172 [Business Process Procedure](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4258&&PageID=449788&level=4&css=L4&mode=2&in_hi_userid=423492&cached=true) and **using the appropriate cost incurred date**.

**Questions?**
If you have any questions regarding Family Care Account Program (FCAP) Reimbursement Procedures, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the benefits category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.

Any policy-related questions about the Family Care Account Program should be sent to the OA, Workplace Support Services Division email account at  ra-workplacesupportservices@pa.gov.