***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 2019 for expenses paid during the calendar year 2018

If your agency is supported by the HR Service Center, all employee 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 2019 for expenses paid during the calendar year 2018.

Employees have until March 31st of each calendar year to submit reimbursement requests for expenses paid during the previous calendar year. **Any FCAP reimbursements processed in SAP in 2019 for expenses paid during the calendar year 2018 must be processed via PA30. Instructions are documented below**.

Before processing, please verify the claims have not already been submitted or processed previously in 2018 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 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 | 12/08/2018 and 12/31/2018 | 12/07/2018 |
| T2 and Z2 | 12/15/2018 and 12/31/2018 | 12/14/2018 |
| Z1 | 12/16/2018 and 12/31/2018 | 12/15/2018 |
|  |  |  |

1. For all other 2018 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.

**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.

Any policy-related questions about the Family Care Account Program should be sent to the Bureau of Employee Benefits and Services email account at RA-BENHELP@pa.gov.