

# FSA Key Milestone – December 2020

Key Milestones	Dates
Current eligible employee demographics loaded into new platform	October 16, 2020
Recommended communication begin with current members & eligible employees	October 16, 2020
First date to begin entering new plan year enrollments in the client portal or sending in new enrollment files	October 19, 2020
Deadline for enrollments to be loaded in order for debit card delivery for the first day of the new plan year	Week of November 1, 2020
Order Form & Funding Profile Due Date <i>(if applicable)</i>	November 1, 2020
Mailing of new healthcare debit cards and QuickStart Guides	Mid November 2020 (approximately 10-15 days after your enrollments are processed)
	December 1, 2020
First funding invoice	December 5, 2020
First monthly administration service fee invoice	December 23, 2020
Carryover of remaining funds <i>(only applies if you offer the carryover option)</i>	Approximately 45 days following your run-out period.  <i>Example: if you have 3-month runout ending February 28, 2021; carryover funds would be loaded around March 15, 2021.</i>