

# FSA Key Milestone – January 2021

Key Milestones	Dates
Current eligible employee demographics loaded into new platform	November 13, 2020
Recommended communication begin with current members & eligible employees	November 13, 2020
First date to begin entering new plan year enrollments in the client portal or sending in new enrollment files	November 16, 2020
Deadline for enrollments to be loaded in order for debit card delivery for the first day of the new plan year	Week of December 1, 2020
Order Form & Funding Profile Due Date <i>(if applicable)</i>	December 1, 2020
Mailing of new healthcare debit cards and QuickStart Guides	Mid December 2020 <small>(approximately 10-15 days after your enrollments are processed)</small>
<b>Go Live Date!</b>	January 1, 2021
First funding invoice	January 5, 2021
First monthly administration service fee invoice	January 23, 2021
Carryover of remaining funds <i>(only applies if you offer the carryover option)</i>	Approximately 45 days following your run-out period.  <small>Example: if you have 3-month runout ending March 31, 2021; carryover funds would be loaded around May 15, 2021.</small>