

**MONTGOMERY COUNTY  
KEYCARE 200 OR KEYCARE 1000  
HEALTH REIMBURSEMENT ARRANGEMENT (HRA) POLICY**

**Eligibility:** Montgomery County contributes to HRAs for employees who are eligible for health insurance benefits, but do not chose a Qualified High Deductible Plan. This includes full and part-time classified employees working an average of 20 hours or more per week.

**HRA Rollover:**

**Active** employee balances up to \$25,000 roll over from year to year. Balances in excess of \$25,000 revert to the plan.

**Separated due to resignation or dismissal after County probationary period**

- If remaining balance is more than \$500, funds must be rolled over to the ICMA-RC Retiree Health Savings (RHS) Account based on the following vesting schedule:
  - Less than 5 years of combined County service – **25%**
  - 5-14 years – **50%**
  - 15 or more years – **75%**
- Rollover must be elected within 365 days of plan year in which separation occurred.
- If remaining balance is \$500 or less, funds will remain in the HRA.
- Funds remaining in the HRA for any reason listed above may only be used for expenses incurred prior to the date of separation and for the payment of health insurance premiums through COBRA.

**Upon Retirement with the Virginia Retirement System**

- Funds must be rolled over to the ICMA-RC Retiree Health Savings (RHS) Account based on the following vesting schedule:
  - Less than 5 years of combined County service – 25%
  - 5 or more years – 100%
- Rollover must be elected within 365 days of plan year in which separation occurred.
- Funds remaining in the HRA may only be used for expenses incurred prior to the date of separation and for the payment of health insurance premiums through COBRA.

**HRA Debit Card fee:** County paid (\$1.00/month; second card free to spouse)

**Administrative Fees:** County paid (\$3.00/month)

**Death in Service:** If employee dies in service, remaining assets will be transferred to an account for continued tax-free use by surviving spouse and/or dependents *to use for eligible medical expenses*.

**Claims:**

- Processed Weekly
- Active HRA and limited HRA enrollees have 365 days from the end of the plan year to submit paper claims (incurred before the end of the plan year) for receive reimbursement.
- Upon Separation, HRA and limited HRA enrollees have 365 days from the plan year ends to submit paper claims for reimbursement. These claims must be incurred **prior** to his/her separation date.

**MONTGOMERY COUNTY  
FLEXIBLE SPENDING ACCOUNT (FSA) POLICY**

**Eligibility:** Employees who are eligible for health insurance benefits, but do not chose a Qualified High Deductible Plan can make pre-tax contributions into a medical FSA. This includes full and part-time classified employees working an average of 20 hours or more per week. Employees with a Qualified High Deductible Plan can have a limited FSA

Upon separation, including resignation, dismissal, or retirement, election of COBRA allows remaining funds to be used for expenses incurred after the date of separation through the end of the plan year.

**Eligible for rollover:** \$500

**FSA Debit Card fee:** County paid (\$1.00/month; second card free to spouse)

**Administrative Fees:** Employees pay fees for each elected account (dependent care, medical - \$3.75/month)

**Death in Service:** If employee dies in service, remaining assets will be transferred to an account for continued tax-free use by surviving spouse and/or dependents *to use for eligible medical expenses.*

**Claims:**

- Processed Weekly
- Active FSA and limited FSA enrollees have 90 days from the end of the plan year to submit **paper** claims (incurred before the end of the plan year) to receive reimbursement.
- Upon Separation, FSA and limited FSA enrollees have 90 days from the plan year end to submit **paper** claims for reimbursement. These claims must be incurred **prior** to his/her separation date.

**MONTGOMERY COUNTY  
QUALIFIED HIGH DEDUCTIBLE PLAN  
HEALTH SAVINGS ACCOUNT (HSA) POLICY**

**Eligibility:** Employees enrolled in a QHDP will have a Health Savings Account (HSA). Montgomery County will contribute to the HSA. Employees can also make pre-tax contributions to an HSA.

**HSA Rollover:** Employee balances roll over from year to year and remain in the employee's account after separation for any reason.

**HSA Debit Card fee:** Employee paid (\$2.00/month)

**Administrative Fees:** County paid for active employees. Participant paid for inactive employees (\$45.00/year plus \$10.00 one-time set up)

**Death in Service:** If employee dies in service, remaining assets will be transferred to an account for continued tax-free use by surviving spouse and/or dependents *to use for eligible medical expenses.*

**Claims:** Processed Weekly