

# How to Get Reimbursed From Your Dependent Care FSA

*So you just signed up for a Dependent Care FSA (DCAP), now what?*

To access your DCAP funds you can either submit a reimbursement claim or make a payment to the provider with the AxisPlus debit card. If you would like to order an AxisPlus debit card for your Dependent Care account, please contact USBAFlex.

If your Dependent Care provider does not accept debit cards for payment, and you would like to have your DCAP reimbursements directly deposited into your personal banking account, you will need to do 2 things:

1. Complete and return the Direct Deposit (ACH) Authorization form that was mailed to you by USBAFlex.
2. Submit a reimbursement claim for your expenses with a statement from your provider or their signature on the Dependent Care reimbursement claim form.

You may submit Dependent Care reimbursement claims as often or as little as you'd like. Please keep in mind that the reimbursement claims must be submitted and money must be in the account before any reimbursements can be processed.

You are welcome to submit your DCAP reimbursement expenses in one claim at the beginning of the year, as long as the dates of services for the year are detailed out. A claim submitted this way will automatically generate a reimbursement each pay period when the contribution is made.

If you have any questions about how to submit your Dependent Care FSA reimbursement claims, please feel free to contact USBAFlex!

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