
Flexible Spending Accounts Transition from SHPS to CONEXIS

Beginning January 1, 2009, CONEXIS replaced SHPS as the administrator of UC's Flexible Spending Accounts (DepCare and Health FSA). UC believes that partnering with CONEXIS, a national leader in benefits administration, will result in improved services to you.

Transition Dates and Deadlines

FSA Vendor	Contribute to FSA	Incur Eligible Expenses	Deadline for Claims	Spending Card
SHPS	1/1/08 – 12/1/08	1/1/08 – 3/15/09	June 15, 2009	Ends 12/31/08 Submit paper claims forms for 2009 expenses
CONEXIS	1/1/09 – 12/1/09	1/1/09 – 3/15/10	April 15, 2010	Starts 1/1/09 Paper claim form also available

2008 SHPS Members Enrolled in the 2009 CONEXIS Plan

Both plans are available during the 1/1/09 – 3/15/09 “grace period”

- Submit claims to SHPS first to use remaining 2008 funds. Please see deadlines above.
- **To spend remaining 2008 SHPS funds:**
 - All SHPS Spending Cards were inactivated on 1/1/09. You must use another form of payment and submit claim forms with itemized receipts. SHPS will reimburse you for the purchase. Claim forms are posted on the SHPS member website.
 - If you receive a partial reimbursement for an expense because you've used all of your SHPS funds, submit a claim to CONEXIS for the remaining balance of the purchase. Submit a CONEXIS claim form, the itemized receipt and the SHPS Explanation of Benefits.
 - SHPS Website: <https://spendingaccount.shps.com>
 - SHPS Customer Service: (877) 270-3915
- **To spend 2009 CONEXIS funds:**

Use the CONEXIS Spending Card or submit a CONEXIS claim form with itemized receipts.

 - CONEXIS Website: <https://mybenefits.conexis.com>
 - CONEXIS Customer Service: (800) 482-4120

Keep ALL Receipts!

- IRS requires members to keep receipts for all FSA purchases.
- For purchases made with your Spending Card, SHPS and CONEXIS may ask for an itemized receipt to validate the eligibility of the merchandise or service you purchased.
- When submitting a claim form for reimbursement, you must provide an itemized receipt.