DOs and DON’Ts

What can I use the HRA for?

The HRA account may be used for eligible out-of-pocket healthcare expenses that are not covered by insurance. Refer to page 3 for a summary of eligible and ineligible expenses. These tax-free amounts are subject to IRS compliance and Plan rules.

Who can use the HRA?

Your HRA can only be used for qualified eligible expenses that are incurred on or after the date you, your Spouse, and/or your Dependent(s) become eligible.

NOTE: Domestic Partners and Children of Domestic Partners who are not considered “qualified dependents” under the Internal Revenue Code are not eligible Dependents under the HRA.

How do I access my HRA?

1) **Benny Card (Visa)**

   The Benny Card allows a Participant and/or their eligible Dependent(s) who are enrolled under the NCPT Health and Welfare Plan to use their card to directly pay for qualified healthcare expenses at the point of service or point of sale for qualified medical expenses.

   You should keep itemized statements and/or the Explanation of Benefits (“EOB”) for all expenses paid with the Benny Card. You may be required to submit copies of the statements as the IRS has rules regarding the substantiation of HRA incurred claims subject to certain exceptions. You will receive a letter requesting additional information by mail if you are required to submit proof or substantiation for a charge. Failure to timely respond may require the Plan to temporarily suspend access to your Benny Card. As such, it is important that you timely provide any documentation necessary to prove your HRA claim is a qualified medical or healthcare expense.

2) **Reimbursement Claim Form**

   You can be directly reimbursed for out-of-pocket qualified healthcare expenses. A completed Reimbursement Claim Form and supporting documentation are required for all transactions. Refer to Acceptable Supporting Documentation below for more details about what document to submit.

   To request a Reimbursement Claim Form contact NWPS at HRA@kandg.com or 855/512-1170 or visit www.ncpttf.com (HW - Forms > HRA Claim Form).

What is Acceptable Supporting Documentation?

In general:

- 1) A Patient’s Statement and/or detailed receipt generated by your healthcare provider; or
- 2) An EOB statement from your insurance company:

Must include all of the following information:

- Provider’s name,
- Patient’s name,
- Date of Service,
- Description of the service received, or item purchased,
- Billed and Paid Amount for the service,
- Adjustment amount (if applicable)
- Amount covered by insurance, and
- Your Final Responsible Amount (aka out-of-pocket expenses)

(If the expense is part of a treatment plan, e.g., orthodontia with payment arrangement, provide a copy of your signed contract or payment agreement with healthcare your provider.)

What is Not Acceptable Supporting Documentation?

- Copies of credit/debit card receipts, check copies, or bank statement transactions **without** supporting service statement(s) are **NOT** acceptable documentation.
- Balance Due Statements, Balance Forward Statements, or Collection Notices without complete service details (patient name, date of service, type of service, amount covered by insurance, and amount paid out-of-pocket) are **NOT** acceptable documentation.

What Are Permissible Situations where Supporting Documentation is not Required?

- **Matching Copay.** If the dollar amount of the transaction for a provider equals the dollar amount of the copay for that service under the Health Plan covering the Participant-Cardholder, the charge is fully substantiated without additional need for receipt or further review.

  Example. Bob uses the Benny Card at a pharmacy to buy five non-generic prescriptions for a total transaction of $50. The HRA Plan’s system matches the amount of the transaction ($50) with the $10 copay for non-generic prescriptions under Bob’s coverage. Since the amount of the transaction is an exact multiple not in excess of five times the maximum copay for prescriptions and the transaction is at a pharmacy, the transaction is substantiated without further review.

What could happen to my account if Supporting Documentation is Not Provided?

If supporting documentation is not provided you and/or your eligible Dependent(s) could be required to repay the improper amount. The unsubstantiated amount will be reported to the IRS as taxable income if the amount exceeds $600. You will receive an IRS Form 1099-Misc by January 31st of the following year end. To avoid receiving a 1099-Misc, appropriate documentation needs to be received by December 31st of each calendar year.

How do I view my HRA account?

Register at https://nwps.lh1ondemand.com. Registration will require you to enter: Member ID (your Social Security Number), Card Number, Zip Code, an email address, and you will be prompted to create a Password.

You can view your balance and all Benny Card Activity Details, including any reasons that a transaction may have been declined when attempting to use your Benny Card.

You may receive an email and/or a letter from NWPS requesting supporting documentation. Contact NWPS at 855/512-1170 or HRA@kang.com for questions.