

## FSA and DCAP Plan Repayment Terms

If you have received a repayment notification or denial letter with repayment, your benefit card will be suspended until repayments have been settled. Once repayment(s) have been processed, the applicable repaid funds will post to your account. EBSD will recover the denied claim amounts using the options listed below. The options will be applied in the order shown.

**Option 1 – Repayment Applied via Newly Filed/Approved Claims:** Under this option, when you submit claims for newly incurred expenses, approved claim amounts will be applied to claims that require repayment. Once repayments have been processed, you will be able to receive cash reimbursement for newly received claims. If your approved claims exceed the repayment amount owed, remaining funds will be paid to you via Direct Deposit.

**Option 2 – Personal Check, Cashier’s Check, Money Order or Cash:** You may make arrangements with EBSD to make repayment of owed funds. Owed funds may be mailed or delivered in person to HR – EBSD at the contact information listed below. Due to the nature of this payment method, EBSD recommends in person delivery. **IMPORTANT NOTE: Personal checks, Cashier’s checks, money orders, or cash payments must be presented in the exact repayment amount due. EBSD does not have the ability to make change for cash or refund overpaid amounts received.**

**Option 3 – Payroll Deduction:** If the County is unable to collect repayment of funds owed via Option 1 or 2, funds will be recovered via Payroll Deduction. Alternatively, you may request funds be recovered via payroll deduction by submitting a request in writing by email, mail, or fax via the contact information listed below.

### Contact Information:

County of San Bernardino  
Human Resources – EBSD  
Attn: FSA/DCAP Desk

Email: [hfsadcap@hr.sbcounty.gov](mailto:hfsadcap@hr.sbcounty.gov)

Fax: (909) 387-5566

Mail: 175 West Fifth Street, 1st Floor  
San Bernardino, CA 92415-0440  
IOM: HR-EBSD 0440

Phone: (909) 387-5648