



# State of Washington

## How to Submit a Recurring DCAP Claim

The new Recurring Claims tool allows DCAP participants with fixed daycare costs to submit just one claim for the entire plan year! This new feature is a quick and easy submission process for participants with qualified recurring DCAP claims.

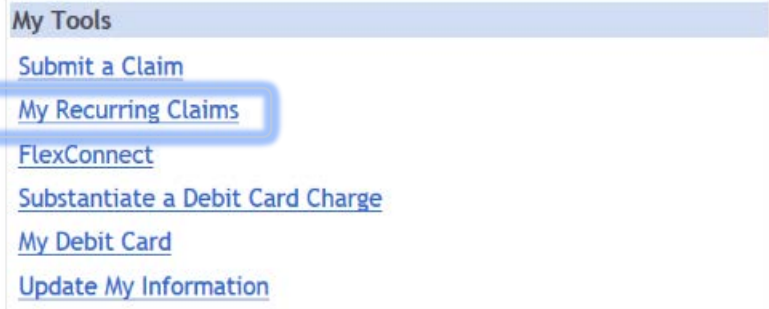
### What qualifies as a recurring DCAP claim?

- The expense must be an eligible DCAP expense. (See [allowable DCAP expenses](#) )
- The expense must have a fixed weekly or monthly cost.
- The expense must be from the same provider.
- Documentation is required and must be signed by the provider and include the date range and cost of the service. It can also be documented using our [Recurring Claim Form](#).

If you have DCAP expenses that qualify, follow the steps below to submit your recurring claim:

### STEP 1

After registering your account, log onto <http://pebb.flex-plan.com>. On your participant home page, under the “My Tools” section, select “My Recurring Claims.”



### STEP 2

Select “Add a new recurring claim”

Your Recurring Claims  
 No recurring claims to display

Add a new recurring claim

## STEP 3

Enter the details of the claim and select the schedule on which your claim will recur.

### CREATE A RECURRING CLAIM

Select the benefit your recurring claim will be posted to:

Section 125 - Dependent Care Assistance Program 1/1/2015 - 12/31/2015

Dependent name: Sally

Age of dependent: 5

Provider: Mrs. Lea Mallory

Provider's tax ID or social security number: 91-111111

Any notes about this recurring claim? (optional)

Recurring amount being claimed: 100.00

Total amount to be claimed for all recurring dates: 5,460.00

How often and for how long do you want this claim to recur:

Weekly

From: 2/10/2015

To: 12/31/2015

- 02/16/2015
- 02/23/2015
- 03/02/2015
- 03/09/2015
- 03/16/2015
- 03/23/2015

Select/unselect the dates on which you would like your recurring claims to be processed. Weekly dates always occur on Mondays and monthly dates always occur on the 1st of the month.

## STEP 4

Attach required documentation

In order to process your recurring claim request, we will require third party verification that this is a valid expense.

Documentation:

attach

remove

## DONE!

Once submitted, the claim will appear under the "My Recurring Claims" link with a status of "Pending."

### MY RECURRING CLAIMS

Save time by setting up a recurring claim for your benefits in four easy steps:

1. Enter the information about your recurring claim.
2. Select the schedule on which your claim will recur.
3. Upload third party verification to support your recurring claim.
  - Fill out and have your provider sign our [preferred recurring claim form](#), or
  - Provide documentation from your provider that includes duration, type of service, and total cost/cost per month and provider's signature.
4. Submit your recurring claim for review.

#### Your Recurring Claims

	Status	
<a href="#">Recurring DCAP Claim for Sally - 2/10/2015 - 12/31/2015</a>	Approved	<a href="#">delete</a>
<a href="#">Add a new recurring claim</a>		

Your recurring claim will be processed within 2-3 business days and the status will be updated to "Approved" or "Request for more Information." In the event that more information is required, an email will be sent describing what is needed to approve the claim.

Once your recurring claim is approved, Flex-Plan will automatically submit your claims based on your selected recurring schedule. As the claims are automatically submitted, Flex-Plan will reimburse your DCAP claims based on your DCAP account balance.

## Questions?

Contact our Customer Service Department  
(800)669-FLEX(3539) or [customerservice@flex-plan.com](mailto:customerservice@flex-plan.com)