



Division of State Group Insurance  
4050 Esplanade Way, Suite 215  
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PERMIT  
NUMBER  
**711**

## Dear Medical Reimbursement Account Participant:

You enrolled in a Medical Reimbursement Account (MRA) or a Limited Purpose MRA through State Group Insurance for the 2011 plan year. You should receive your new *myMRA* card in the mail by the end of December. The entire annual amount you elected for 2011 will be available for use on January 1, 2011—all you need to do is activate your card through the People First website. The mailer with your card will include step-by-step card activation instructions.

## Quick Tips:

- Use your *myMRA* card to make some transactions completely paperless—no more claims to file for:
  - Prescription drugs at a retail pharmacy or through mail order.
  - Health care provider copays.\*
  - Certain over-the-counter (OTC) items, such as band-aids, ace bandages and contact lens solution. See the Resources section below to learn where you can find a guide for eligible expenses.
- Some *myMRA* card transactions require documentation to prove they are eligible under IRS guidelines.
  - Documentation/receipts must show the date of service, dollar amount, service provider and person who received the service. You need documentation for:
    - Most dental and vision care products and services.
    - Products or services that require a letter of medical need—massage therapy, for example.
    - Any other expense that is not clearly eligible.
  - Always keep documentation for at least one year in case it's required.
  - To see if your card transaction requires documentation, log on to People First. See the Resources section below for more information.
- The *myMRA* card will not work for OTC medications. As of January 1, 2011, IRS guidelines require you to have a prescription for OTC medications before we can reimburse you. If you regularly use OTC medicines, get annual prescriptions from your doctor to submit, along with your receipts and claim forms, to People First.
- Submit paper claims from 2010, if applicable, before you use your *myMRA* card. The card accesses 2010 money until it's gone to pay for expenses incurred through the grace period.
- If your card doesn't work the first time you use it, double-check that:
  - You activated it through the People First website.
  - You are at a store or provider's office that accepts Visa cards.If you answered "yes" to both questions, please call the number on the back of your card for help.
- You should receive your card by close of business January 3, 2011; if not, please call (866) 663-4735.

## Resources:

- Find Frequently Asked Questions (FAQs) about the *myMRA* card and reimbursement accounts at [MyFlorida.com/MyBenefits](http://MyFlorida.com/MyBenefits). Click *Health/Employee*, then *FAQs* in the Tools and Resources section on the left.
- Log on to People First. Click *FSA Information* under the My Quick Links section on the left to see:
  - Your account balance
  - *myMRA* card transactions
  - Claims history
  - Documentation requirements
  - A guide to eligible expenses
  - How to upload scanned claim forms and documentation

\* Limited Purpose MRA participants may use reimbursement accounts for only vision and dental expenses. Use health savings accounts for health-related expenses.