



United States Office of Personnel Management
Healthcare and Insurance

Benefits Administration Letter

Number: 24-801

Date: February 22, 2024

Subject: The Federal Flexible Spending Account Program (FSAFEDS): 2024 Administrative Fees

Purpose

To notify agencies that the Federal Flexible Spending Account Program (FSAFEDS) administrative fees will change for 2024. The reserve account fee will remain the same for the 2024 benefit period. FSAFEDS fees are detailed in [Benefit Administration Letter 21-801](#).

Background

Administrative Fees

Agencies pay administrative fees to HealthEquity, the third-party administrator under contract with the Office of Personnel Management (OPM), on behalf of their employees enrolled in FSAFEDS. To maintain market competitiveness and retain an adequate Reserve Account, OPM determines annually if administrative fees will be discounted for participating agencies.

Dependent-Care Flexible Spending Account (DCFSA) Administrative Fee

The DCFSA administrative fee is \$2.90 per DCFSA per month. For the entire 2024 benefit period, OPM will discount that fee to \$1.83 per DCFSA per month.

Health-Care Flexible Spending Account (HCFSA) Administrative Fee

The HCFSA administrative fee is \$2.90 per HCFSA per month. For the entire 2024 benefit period, OPM will discount that fee to \$1.83 per HCFSA per month.

Limited Expense Health Care Flexible Spending Account (LEX HCFSA)

Administrative Fee

The LEX HCFSA administrative fee is \$2.90 per LEX HCFSA per month. For the entire 2024 benefit period, OPM will discount that fee to \$1.83 per LEX HCFSA per month.

Reserve Account Fee

Agencies pay the reserve account fee to OPM on behalf of their employees enrolled in FSAFEDS. For 2024, the monthly reserve fee will remain unchanged at \$0.25 per HCFSA per month.

The anticipated schedule for the task order and quarterly invoices is as follows:

- February 2024: Initial Task Order Request distributed
- March 2024: Agencies submit fully executed task orders
- April 2024: Q1 2024 (January-March) quarterly invoice distributed
- July 2024: Q2 2024 (April-June) quarterly invoice distributed
- October 2024: Q3 2024 (July-September) quarterly invoice distributed
- November 2024: Q3 2024 (October-November) Task Order Catch-up Request distributed
- December 2024: Agencies submit fully executed Task Order Modifications (as applicable)
- January 2025: Q4 2024 (October-December) quarterly and Catch-up invoices distributed

HealthEquity will send out the initial task order request in February. The agencies must submit an executed task order, to receive the first quarterly invoice in April 2024. Subsequent quarterly invoices will be sent accordingly. Thank you in advance for your prompt payment. Please ensure that all past due fees are also paid promptly.

Sincerely,

Laurie Bodenheimer
Associate Director
Healthcare and Insurance