



IntegraFlex

An Industry Leader in Consumer-Driven Healthcare Solutions

Dependent Care Contract Instructions

Important: A new Dependent Care Contract needs to be completed each new Plan Year; or when your contract ends.

Hourly claims cannot be set-up as recurring

This contract eliminates the need for any further documentation. You can simply **submit** with a [Dependent Care Claim](#) form, which can be found at <https://integraflex.wealthcareportal.com> under “[Submit A Claim](#)” located at the top of the home page. When filling out your claim form, please note that you have a contract on file with us.

If your provider charges weekly, bi-weekly, or monthly and you would like your claim to be set up on a recurring status please check the “recur” option on your claim form. Recurring claims only need to be submitted once each Plan Year, or until your contract expires. If you choose the recur option, our software will automatically generate a payment each time a payroll deduction is made.

Claim submission methods: Upload, fax or email your completed contract to IntegraFlex

- Sign In to the IntegraFlex Employee Portal – <https://integraflex.wealthcareportal.com> to upload your contract; along with a Dependent Care Claim Form.
- Fax to: (855) 673-6711
- Email to: claims@integra-flex.com

Employee | Dependent Care Contract



##16T00872#####



EMPLOYMENT INFORMATION

| | |
|---------------|------|
| Employer Name | Date |
| Employee Name | SSN |

DEPENDENT/PROVIDER INFORMATION

Dependents for Whom Care will be Provided *(First and Last Names; Separate multiple names with commas)*

The Provider Charges

\$ Weekly Bi Weekly Monthly Hourly Other

Rates are Effective *(start date)* To *(end Date)*

Provider's Name SSN or Tax ID Number

Provider's Signature Date

EXAMPLES OF ELIGIBLE & INELIGIBLE EXPENSES

Eligible Dependent Care Expenses

- Daycare Centers
- Family Childcare
- After-School Care
- Nanny Services
- Elder Care
- Day Camps
- Preschool

Ineligible Dependent Care Expenses

- Meals
- Diapers
- Kindergarten
- Misc. Fees
(i.e., Activity Fees, Field Trips)
- Transportation Fees
- Overnight Camps
- Educational Expenses

ADDITIONAL INFORMATION

Claim submission methods: Upload, fax, or email your completed contract to IntegraFlex

This contract eliminates the need for any further documentation. You can simply submit with a Dependent Care Claim form, which can be found at <https://integraflex.wealthcareportal.com> under "Submit A Claim" located at the top of the home page. When filling out your claim form, please note that you have a contract on file with us.

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