

How to use your THP FSA Dependent Care Plan

Step 1 Accessing Your Account



Pay for the service up front and submit an FSA Reimbursement Form. You must provide proof of eligible Childcare services during your FSA plan year, such as:

- Invoice or bill from the daycare provider or service provider complete with
- Tax ID or Social Security Number, Provider Name, Address, Dates of service, amount of service.

The Health Plan pays the claim from your account as the funds are deducted from your payroll. You can view your account on line at: cds.healthplan.org

Step 2 Submit your request

Mail: The Health Plan
PO Box 953
Charleston WV 25323-0953

Fax: 1.866.347.3643

Email: customersolutions@healthplan.org



Step 3 When you need Assistance, contact us

At The Health Plan, we are here to serve you.

Toll-free: 1-866-347-3640

Toll-free FAX: 1-866-347-3643

E-mail: customersolutions@healthplan.org

