**Q: How quickly can you implement the LSA? Could it be retroactive to February or early March?**

**A:** We’re able to expedite this process to have the plan up and running quickly as we know the need is now. Our implementation team will work outside of LEAP™ to help you achieve a quick setup.

It may be possible for the LSA to be retroactive. We always encourage clients to discuss their plan design questions with their benefits attorney or tax counsel.

**Q: If we only want to offer the LSA through the COVID-19 pandemic, is there a minimum timeframe commitment?**

**A:**There is no minimum commitment. The client can determine the duration of the benefit period. We encourage clients to discuss this option with their benefits attorney.

**Q: What flexibility would employers have to add or change the list of reimbursable expenses?**

**A**: The list of eligible expenses is up to the client and is adjustable as the situation evolves. If they choose to amend their expense list, any claims going forward will be determined based on the new guidelines.

**Q: How would you recommend receiving eligibility and contributions?**

**A**: We can receive eligibility information through a one-time file or through a file integration. For ease and timeliness, we recommend a one-time eligibility file along with a contribution file which will allow employers to adjust their strategy if they chose to give additional funds as the situation develops.

**Q: What type of documentation would employees need to provide to substantiate claims?**

**A:**The level of documentation depends on the eligible expenses. If the employer is looking to be flexible during this complex time, we can look for documentation as simple as the date, dollar amount and item description. If they are looking for more structure, they can set more rigor around the requirements. We can be as flexible or stringent as the client wants.