## Meriden Public Schools - Flexible Spending

Section 125 Plan Highlights and Enrollment Instructions Start Date: • September 1, 2017 September 1 to August 31 Plan Year: • Eligibility: • Full time and Part time hours per week (regularly scheduled) First of the month following the date of hire. You do not have to be enrolled in your employer's group health plan to enroll in this Flex Spending plan. Health Care (HCR): \$100.00 minimum/ \$2,600.00 maximum Annual Elections: • Dependent Care (DCR): \$500.00 minimum/ \$5,000.00 maximum Eligible HCR & DCR expenses can be incurred up to 2<sup>1</sup>/<sub>2</sub> months 2<sup>1</sup>/<sub>2</sub> Month Grace Period\*: following the end of the plan year and applied to any remaining \*The 2 1/2 Month Grace Period & Year account balance in the prior plan year. End Run-off Period Run Concurrently Monthly Administration Fee: The cost to participate in the Flexible Benefits Plan including the Debit card is \$5.00 a month. Year End 90 Day Run-off Period\*: Reimbursements can be submitted up to 90 days following the end of the plan year. Processed weekly (\$20.00 minimum reimbursement) Claim Reimbursement: Reimbursement Type(s): Check / Direct Deposit /Debit Card (A fee is charged by the debit card company for replacement of lost or stolen cards. The fee is the responsibility of the card holder and paid for from your account.) Plan Year Payroll Deductions: 20/5226 Date of 1<sup>st</sup> Deduction: September 1, 2017 September 14, 2017 • Your ABS Account Manager is: Rosanne at ext. 413

## Here's How to Enroll in Your Section 125 Plan Follow these simple steps:

- 1. If you meet the eligibility requirements, please complete the Enrollment Form.
- 2. Estimate your annual reimbursable health-care/dependent-care related expenses using the worksheet on the back of the enrollment form or by using the online calculator at www.abs125.com.
- 3. If you use the Dependent Care Auto-Affidavit a new form must be completed for the new Plan Year.
- 4. **\*Send completed enrollment form to Kelly Altmannsberger by August 11, 2017.** \*Enrollment information submitted less than 30 days prior to the start of the new Plan Year may not have cards reloaded or created by the start date.

**Questions? Need Help?** First, read the "How to Save on Medical & Child Care Expenses" employee handbook. If you do not have one or have lost your copy, contact Human Resources, visit us on the web at <u>www.abs125.com</u>, or call 1-877-732-8125 from 8:00am to 5:00pm E.S.T. Monday through Friday. An Advanced Benefit Strategies Section 125 Account Consultant will be happy to answer your questions and assist you in completing the enrollment forms.