

BALDWIN WHITEHALL SCHOOL DISTRICT

HOW DOES YOUR CAFETERIA PLAN WORK?

You are given the opportunity to pay for your payroll-deducted premiums on a pre-tax basis. In addition, you can enroll in the pre-tax account(s) as described below.

What are pre-tax benefit options?

FSA Medical is for any eligible medical, dental, or vision service that you and/or your eligible dependents have *incurred during the plan year* above the portion covered by insurance. The eligibility of the expense is based on the date the service is incurred/rendered and NOT the date you are billed or pay for the service.

You must complete a new enrollment form every year. You can NOT change your election during the plan year unless you have a qualified life event (i.e. marriage/divorce, birth/adoption of a child).

Annual Limit	Fund Availability	Run-Out Period	Unused Funds
\$2,750	Your full account election is available on the first day of the plan year.	You will have 90 days (until September 30) after the end of the plan year to submit expenses incurred during the plan year.	You will have an additional 2 ½ months (until September 15) after the end of the plan year to incur expense. Any funds remaining will be forfeited.

FSA Dependent Care is for any eligible childcare expense incurred for your child (through the age of 12 or a disabled adult that you are legally responsible for) while you as a single parent or you and your spouse are both working.

You must complete a new enrollment form every year. You can change your election if you have a change in the cost or the need for care.

Annual Limit	Fund Availability	Run-Out Period	Unused Funds
\$5,000 (\$2,500 if married, filing separately)	Your funds will become available as contributions are withheld from your paycheck.	You will have 90 days (until September 30) after the end of the plan year to submit expenses incurred during the plan year.	You will have an additional 2 ½ months (until September 15) after the end of the plan year to incur expense. Any funds remaining will be forfeited.

How do I access my funds?

Debit Card will be issued for *payment* convenience only. You may be asked to provide documentation to support card transaction. We suggest checking your online account periodically to review the status of your card transactions.

Reimbursement may be requested for expenses that you have not used your FSA debit card for. Reimbursements are processed bi-weekly by direct deposit.