

Flexible Spending Open Enrollment Period

Town of Hamilton

Now through 6/25/2018

What is Flexible Spending?

Flexible Spending Account plans are a tremendous opportunity for you to enhance your benefits package. Your employer is aware that these are highly beneficial programs and wants all of its employees to have the opportunity to participate in an IRS Section 125/Flexible Spending Account Plan administered by Cafeteria Plan Advisors, Inc.

Most employees pay for dependent care and health/dental care expenses on an after tax basis. Flex programs allow you to set aside a portion of your paycheck tax free to pay for these eligible expenses. The result is a reduction in your taxable income, which will give you an increase in your take home pay. Don't miss out on this opportunity to save an average of 30%, depending on your tax status!

Health Care Account

Employees may set aside up to **\$2,650** per plan year to pay for out-of-pocket health care/dental expenses for themselves and their family members. Examples include:

- Copays for office visits and prescription drugs
- Health and Dental Deductibles
- Orthodontia and other dental expenses
- Contact Lenses, eye glasses, laser eye surgery
- Visits for Chiropractic Care or Acupuncture

If you or your spouse are 'contributing' to a Health Savings Account (HSA), you are NOT ELIGIBLE for the FSA Health Care Account.

Dependent Care Account

Employees can set aside up to **\$5,000** per plan year to pay for out-of-pocket dependent care expenses for children under the age of 13 or elderly parents. This includes:

- Day Care
- Before School Care & After School Care
- Summer Day Camp
- Elder Care

Although you can claim dependent care expenses when you file your taxes, in most cases, people are able to save more money this way. Dependent Care participants must complete a [Dependent Care Claim Form](#) each new plan year for reimbursement.

PLAN YEAR

7/1/2018 – 6/30/2019

Rollover

If you do not spend your money by the end of the plan year, you are allowed to roll over a maximum of \$500 from your health care flexible spending account balances. You must re-enroll in order for the funds to roll into the new plan year.

NOTE: Funds won't roll until after the 90 day run out period of the prior plan ends (after 9/30) should you submit any manual claims for reimbursement.

Benefits Card

Health Care Account FSA participants will receive 2 debit cards. Your spouse or IRS dependent can sign the second card. Cards arrive pre-loaded with the amount you elected and can be used the first day of the plan year. You may use your debit card to pay for eligible expenses at the point of sale.

Do not throw your cards away when you have exhausted your election – when you re-enroll in the following plan year, your new election value will be added to your existing card.

**Follow your account online or on the app
CPA FLEX MOBILE**

How it Works:

- Health Care Account participants: Simply use your Benefits Card to pay for eligible expenses, or save your receipts and submit them, along with the [Health Care Expense Claim Form](#) to Cafeteria Plan Advisors.
- Dependent Care Account participants: Complete the dependent care certification form at the beginning of the plan year. Receipts do not need to be sent to CPA for reimbursement. The amount available in your dependent care account will be paid out to you automatically throughout the year based on the date of service.
- Current Participants must re-enroll each new plan year to continue in the flex plan and if you would like to utilize roll over funds.
- Expenses must be incurred (not paid) within the plan year and during active employment.
- Claims must be submitted within 90 days from the end of the plan year.
- Elections can ONLY be changed during the plan year due to a qualifying event/family status change—contact CPA for details regarding qualifying events and what types of changes you can make.

How to Enroll?

Current Participants – Online Enrollment using the Consumer Portal

- [Visit our website](#) to access the Consumer Portal
- Enter your Username (first initial, last name and last 4 digits of SSN# **(example: jsmith6266)**)
- Enter your Password. *Please Note: If you have never accessed the Consumer Portal, you will enter your Username in this field as well, and this will gain you access for the first time. You will be prompted to then create a new password.*
- Click “Enroll Now” to begin your enrollment process.

New Enrollee’s - Paper Enrollment:

- Complete the FSA Enrollment Authorization form and return it before the deadline.
- Return the form to us one of 3 ways:
 - Email the completed form to info@cpa125.com
 - Fax completed form directly to us at **781-848-8477**
 - Mail completed enrollment form directly to us

Visit the FSA store to learn more about eligible over the counter items. Access the FSA store from www.cpa125.com

info@cpa125.com / 781-848-9848