

**VESTAL CENTRAL SCHOOL DISTRICT
SECTION 125 CAFETERIA PLAN/FLEXIBLE SPENDING ACCOUNTS
PLAN YEAR: 10/1/23 - 9/30/24**

Question: What is covered by the Section 125 Cafeteria Plan/Flexible Spending Accounts Program?

Answers:

1. PREMIUM CONVERSION:

Employees eligible for Health and Dental Insurance should note that all payroll deductions for Health and Dental Insurance premiums will be made **automatically** on a **pre-tax basis**. You will not be required to pay tax on the amount of your compensation that is deducted for the insurance premiums.

If you do not want your premium deductions pre-tax, please submit written notice to the Benefits Office by Friday, September 29, 2023, which stipulates that an employee does not wish to participate in this pre-tax benefit.

2. MEDICAL EXPENSES ACCOUNT:

An amount may be set aside in order to pay for medical expenses which are **not** covered by Health and Dental Insurance. The amount which is set aside is determined by your terms & conditions of employment and will **not** be subject to taxes.

This amount can be found on your enrollment form (Election #7) or in your union contract.

3. DEPENDENT CARE ACCOUNT:

An amount of up to \$5,000 may be set aside in order to pay for Dependent Care Expenses. The amount which is set aside will **not** be subject to taxes.

CAFETERIA PLAN/FLEXIBLE SPENDING ACCOUNTS

<u>PART</u>		<u>ADM. FEE</u>	<u>COVERED ITEM</u>
I.	Premium Conversion	None	Health/Dental Premium
II.	Medical Expenses	\$4.40 per month*	See Worksheet
III.	Dependent Care	\$4.40 per month*	See Worksheet

*Only one \$4.40 charge will apply

Copies of the Plan Summary Document, Enrollment Forms, and Plan Worksheets are available in the main office of your building.

FLEX INFORMATION

It is not a Substitute for Insurance

Flexible spending account is not an insurance plan.

Federal, State, and Social Security Tax NOT withheld

Monies placed in parts I, II, and III of the program are free of tax obligation. Withholding will **not** occur with these funds unless you choose and do so in writing.

Teachers and Employees Retirement System

Retirement System contributions will NOT be affected by your flexible spending account either now or in the future.

Due Date

Enrollment forms must be submitted to the **BENEFITS OFFICE** not later than **4:00 PM, Friday, September 29, 2023. **NO EXCEPTIONS****

Payroll Deduction

Payroll deductions for Medical Expense and Dependent Care Accounts begin October 12, 2023 and conclude June 20, 2024. Payroll deductions are taken over 19 payroll periods.

Retirement or Resignation terminates plan coverage

Employees who separate their employment (e.g. resignation, retirement) with the District during the plan year will not be eligible for reimbursement for claims when the date of service (i.e. claim date) is after the effective date of separation. Employee premium contributions are not refundable upon or after separation regardless of the effective date of the separation.

Contract year: October 1 thru September 30

Enrolling in the plan is voluntary; however, if you join you **must** remain in the plan for the entire contract year unless a change occurs in your family circumstances which is in accordance with regulations established by the Treasury Department.

Eligible expenses incurred between October 1, 2023 and September 30, 2024 will be accepted for reimbursement until **December 31, 2024.**

Submit all claims no later than December 31, 2024 for the October 2023 to September 2024 year.

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IMPORTANT: ANY PORTION OF YOUR CONTRIBUTION WHICH IS NOT USED DURING THE PLAN YEAR MAY BE LOST BY THE EMPLOYEE.

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