



Rhinebeck Central School District

Towns of Rhinebeck, Clinton, Milan, Red Hook,
Hyde Park and Stanford
Dutchess County, New York

Business Office

P.O. Box 351 • Rhinebeck, N.Y. 12572
Tel: 845-871-5500, Ext. 5523 • Fax: 845-876-4276

To: All Employees
From: Tamisha Greenhill
Date: October 25, 2022
Re: Section 125 Flexible Spending Accounts

The District is conducting an “**Open Enrollment**” period during which time employees have the option to pledge money to their **Flexible Spending Account** (Health Reimbursement Account and/or Dependent Care Account) for the upcoming 2023 Plan year, which runs from January 1, 2023 to December 31, 2023.

As you are aware our Flexible Spending Section 125 Plan, Health and Dependent Care is with FBA of Syosset, LLC. Annual re-enrollment is required, if you wish to continue contributing to the plan. Up to \$610 can be carried over from one year to the next effective 2022, if the monies go unused from the prior year. Any remaining amounts above \$610, at the end of the spending period will be forfeit. Please be sure to review your 2023 Open Enrollment Packet and material.

On the reverse side of this notice is the enrollment form for the 2023 Plan year. You can find more information regarding the **Flexible Spending Account** on the District’s website. Go to the District tab, look for Forms and Documents, then under Forms and Documents you will see a “Health Related Documents Staff & Retirees” folder. Click on the 2023 Flexible Spending file. The enrollment form, reference booklet, claim for reimbursement and the website for eligible and ineligible expenses for the Health Reimbursement Account and/or Dependent Care Account are available.

Additional Flexible Spending Account Packets are available in the Main Office of your building.

Should you need assistance or have any questions pertaining to your 2023 Flexible Spending Account and related claims please call, FBA of Syosset Customer Service Team at 1-855-374-6431. Monday through Friday 9:00 AM to 5:00 PM Eastern Standard Time.

Please continue to send your FSA claims for expenses to FBA of Syosset, LLC at the address listed below:

FBA of Syosset, LLC
100 Quentin Roosevelt Blvd., Suite 403
Garden City, NY 11530
www.fbanational.com

If you would like to take advantage of this benefit, please return the election form to Tamisha Greenhill in the Business Office by November 18, 2022. The first deduction will be effective January 6, 2023.

RHINEBECK CENTRAL SCHOOL DISTRICT
FLEXIBLE COMPENSATION PLAN
ELECTION FORM AND COMPENSATION REDUCTION AGREEMENT
PERIOD OF COVERAGE – 01/01/2023 THROUGH 12/31/2023

1. PERSONAL DATA (Please Print)

Name _____
(Last) (First) (MI)
Marital Status: _____ Soc. Sec _____
Complete Address _____
Street Apt# City State Zip Code
Email _____ Work Phone _____ Home/Cell Phone _____

DEPENDENT INFORMATION (List ALL eligible Dependents Affected by Enrollment- attach additional sheet if necessary) If you, your spouse or dependents already have a Benefit Debit Card there is no need to request another Card (please leave the box empty). Only request a replacement card if your card is lost/stolen, expiration date or if you are enrolling for the first time

Last Name	First Name	Relationship (Self/Spouse/Child)	M/F	Date of Birth	Debit Card Yes
Employee		Self			
Dependent					
Dependent					
Dependent					
Dependent					

2. FLEXIBLE SPENDING ACCOUNT CONTRIBUTIONS

() **HEALTH FLEXIBLE SPENDING ACCOUNT** – The annual deposit in the Health Care Flexible Spending Account must be a minimum of \$250.00 and cannot exceed 3,050.00.

Annual election amount \$ _____ (Contribution will be made in equal amounts through payroll deductions for each pay period.

() **DEPENDENT CARE ASSISTANCE PLAN**- The Plan Year maximum cannot exceed \$5,000.00 (\$2,500 for married Participants who file separate returns) and must be a minimum of \$250.00.

Annual election amount \$ _____ (Contribution will be made in equal amounts through payroll deductions for each pay period.

3. AUTHORIZATION AND ACKNOWLEDGEMENT

I understand that I cannot revoke or change this election during the year unless there is a qualifying "Status Change". The requested election change must be consistent and in line with the qualifying event (QLE). I may then revoke my prior election and sign a new Agreement if such a change occurs. QLEs include a change in your legal marital status, birth of a child, date you adopt a child, death of spouse or dependent, loss of employment, or your child reaches the age 13 or change in childcare services. Changes must be submitted within 30 days of the qualifying life event (QLE).

I understand that when I submit a claim, I must include the appropriate documentation (e.g. explanation of benefits from my Insurance Provider, itemized bill, etc.) for out-of-pocket Medical, Dental, Vision expenses before I can be reimbursed.

I understand the IRS has made a modification to the Flexible Spending Cafeteria Plans allowing up to \$610.00 of unused money at the end of a plan year (2023) in a health FSA, these monies are paid or reimbursed to plan participants for qualified medical expenses incurred during the following plan year 01/01/2024-12/31/2024. The unused amount up to \$610.00 that a plan may permit an individual to carry over to the next plan year even if you are not enrolled in the following 2024 plan year. Claim filing deadline for 2023 expenses is 04/01/2024, post marked not later than 04/01/2024. Any dollars greater than \$610.00 remaining in my Flexible Spending Account at the end of the year will be forfeited.

Expenses/claims must be incurred during the time that I participate in the plan in order to be eligible for reimbursement. I hereby elect to participate in Flexible Spending Account as indicated on this form. I authorize Rhinebeck CSD to make pretax deductions from my salary on the payroll schedule I have elected above.

Employee's Signature _____

Date: _____



Welcome to Your 2023 Benefits

Enclosed please find the following Flexible Spending Account Information:

- **Benefit Debit Card Information**
- **Benefit Flyer**
- **Online and Mobile App Tools**
- **Frequently Ask Questions (FAQ'S**
- **Dependent Daycare Claim Form**
- **Frequently Ask Questions (FAQ'S)**



RHINEBECK CSD/FSA

The easy way to access all of your benefits.

It is that time of year again for the Open Enrollment Period for the Flexible Spending Plan. You must re-enroll in the flexible spending account for medical and/or dependent care. This benefit does not roll over and your benefit will be cancelled if you do not re-enroll.

Please DO NOT discard your current Benefit Debit Card.

If you choose to re-enroll for the upcoming plan year January 01, 2023, through December 31, 2023 your benefit debit card will be replenished with the dollar amount that you have elected for the January 01, 2023 through December 31, 2023 Plan Year.

If you are enrolling for the first time, your Benefit Debit Card will be mailed to your address that you have provided on your Rhinebeck CSD enrollment form.

How long is my card valid?

As long as you do not have a break in participation, you can use your card for multiple years, until the expiration date printed on it. If you are still a participant when your card expires, a new card will be automatically mail to you.

Below you will find information in regards to the roll out of the Benefit Debit Card. Remember if you choose not to use the Debit Card you must file a hard copy claim with the necessary documentation to receive your reimbursement.

Access to Funds

Your benefit debit card gives you easy access to the funds in your tax-advantaged benefit account by swiping the card at the point of sale. The card can be used at any qualified service provider that accepts MasterCard. Funds are automatically transferred from the benefit account directly to qualified providers with no out-of-pocket cost and no need to file a claim for reimbursement.

Your benefits debit card virtually eliminates:

- Out-of-pocket expenses
- Claim forms
- Reimbursement checks

Your benefits debit card is as easy as 1-2-3

1. Check your account balance

You can view your transaction history, current balance, claim status, and more by logging in online at: www.fbanational.com- click on "Log In/Register" . Please contact FBA National at: (855) 374-6431 for any questions in regards to creating a new account for your card

2. Swipe your benefit debit card

Swipe the card at the point-of-sale for eligible products and services. IRS rules and regulations still apply. Most major retail chains utilize a system that will auto-substantiate the purchase, meaning it will approve eligible expenses without requiring submission of receipts. If a purchase is greater than your account balance, you can split the cost at the register or you may submit a manual claim.

3. Keep all your receipts

Though the need for documentation is greatly reduced, it is a good practice to save your receipts in the rare instance documentation is requested by your administrator or in case of an IRS audit.



FBA National Benefits Card

- **Flexible Spending Account (FSA)**
- **Dependent Care Account (DCA)**

**Save on
medical/dependent care
expenses using our
easy-to-use FBA Benefit
Debit Card!**

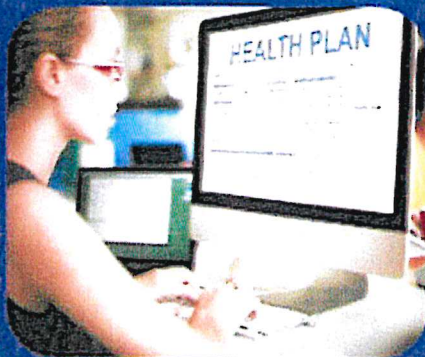


The FBA Benefits Debit Card allows employees to use pre-tax dollars on qualified medical expenses and/or qualified dependent card expenses.

This gives employees an easy way to access funds. Each FBA Benefits Debit Card is funded through payroll deductions for easy-to-use tax-free dollars.

FBA National Flexible Spending Account Snapshot

- Eligible medical expenses are governed by IRS Section 213(d)
- For the year of 2023, elect up to \$3,050 for qualified medical expenses, and/or up to \$5,000 for qualified dependent card expenses.
- The FBA Benefits Debit Card allows employees to spend on qualified expenses at the point-of-sale.
- The FBA Benefits Debit Card has **no PIN**. Simply enter the card as credit.



**Convenient
Web/Mobile Tools
for
Managing
Account Balances
Accessing Reports &
Valuable Resources**



FBA National
100 Quentin Roosevelt Blvd, Suite 403, Garden City, NY 11530
www.fbanational.com
Customer Service: (855) 374-6431
Fax: (833) 930-1024



Welcome To Your Flexible Spending Accounts

What is an FBA Flexible Spending Account?

With an **FBA Flexible Spending Account**, you can pay for eligible medical, dental, and vision expenses. Your account will be funded using tax-free dollars, saving you money on federal income taxes, social security (FICA) taxes, or state income taxes (varies by state).

Your yearly election amount cannot exceed the IRS limits: Section 125 Flexible Spending Reimbursement Limit for 2023 is \$3,050.

What is an eligible expense?

Most dental and prescription vision expenses are eligible. Eligible medical expenses must be included in IRS Section 213(d). Eligible expenses include but are not limited to:

- Dental services and copayments.
- Vision services such as opticians and prescription lenses.
- Prescription copayments.
- Medical products and services (eligible under IRS Section 213(d)).
- For a complete list of eligible products and services, please visit www.fsastore.com or www.fbanational.com.

What is an FSA rollover?

Historically, FSA users would forfeit any unused FSA funds at the end of the plan year because of the use-it-or-lose-it rule. While this rule is still in place, the FSA rollover option provides you with a measure of relief by giving you the ability to rollover up to \$610.00 of unused funds to the following plan year. The rollover amount does not count toward the maximum allowable contribution for the following plan year.

How does a rollover work?

During open enrollment, you elect to contribute the maximum allowable amount of \$3,050.00 to your FSA. During the plan year, you spend \$2,440.00 on eligible healthcare expenses, which means you have \$610.00 remaining in your account at the end of the plan year.

You choose to re-enroll in the FSA and expect to incur additional medical expenses in the coming year so you once again, elect to contribute the maximum allowable amount of \$3,050.00, the FSA rollover option, the \$610.00 of unused funds from your previous year's account is added to your current year account.

You now have \$3,660.00 available for qualified healthcare expenses for the current year.

What are the benefits of the FSA rollover option?

- Minimizes your risk of forfeiting unused FSA funds at the end of the plan year.
- You no longer have to precisely predict your out-of-pocket healthcare expenses for the coming year in an effort to choose the "right" FSA election amount during open enrollment.

Gives you more flexibility to pay for eligible healthcare expenses as they arise, rather than rushing to spend all unused FSA funds at the end of the plan year.

Flexible Spending Accounts FSA Frequently Asked Questions

What is an FSA?

A healthcare flexible spending account (FSA) is an employer-sponsored benefit that allows you to set aside pre-tax dollars into an account to be used for eligible medical expenses.

Why should I participate in an FSA?

Contributions to the FSA are deducted from your paycheck on a pre-tax basis, reducing your taxable income. You can increase your spendable income by an average of 30% of your annual contribution with the tax savings.

How do I contribute money to my FSA?

Your annual election will be divided by the number of pay periods in your plan year. This amount will be deducted from your paycheck before taxes are assessed.

How much can I contribute to my FSA?

Annual contributions may not exceed \$3,050 per year, as determined by the IRS.

Who is eligible under an FSA?

An FSA covers eligible expenses for you and all your dependents, even if they are not covered under your primary health plan.

What expenses are eligible for reimbursement?

Health plan co-pays, deductibles, co-insurance, eyeglasses, dental care, medications, and certain medical supplies are covered. The IRS provides specific guidance regarding eligible expenses. (See IRS Publication 502). There is a full list of eligible expenses on our website <https://fbnational.com/medical-expense-eligibility-list>.

How do I determine the date my expenses were incurred?

Expenses are incurred at the time the medical care was provided, not when you are invoiced or pay the bill.

How do I get the funds out of my FSA?

If you have a benefits debit card, simply swipe it at the register. Otherwise, just file a claim including the receipt documenting the type, amount and date. Once approved, your reimbursement check will be mailed or deposited into your bank account.

What happens if I don't spend all of my FSA by the end of the plan year?

Be sure to only allocate dollars for predictable medical expenses. Any unused funds at the end of the plan year are typically forfeited, also called the use-it-or-lose-it rule. Check the summary plan document with your employer.

How soon can I start spending my FSA funds?

With a healthcare FSA, your entire annual election amount is available on the first day of the plan year even though you have not yet contributed that amount.

Can I change my election amount mid-year?

Elections can only be altered if you experience a change in status as defined by IRS regulations, such as marriage, divorce, birth, or death in your immediate family.

What happens to my FSA if my employment is terminated?

Participation in your FSA is also terminated. This means that only expenses that were incurred prior to your termination date are eligible for reimbursement.

What is the deadline for submitting claims?

You can submit claims for reimbursement at any time during the same plan year that you incur the expense. You may also have a grace period at the end of the plan year. Check the summary plan document your employer provided.

Can I still deduct healthcare expenses on my tax return?

Yes, but not the same expenses for which you have already been reimbursed from your FSA.

Are over-the-counter (OTC) medications eligible for reimbursement?

Yes, OTC medications are FSA-eligible. <https://fbnational.com/medical-expense-eligibility-list>

What is a Letter of Medical Necessity?

The IRS mandates that eligible expenses be primarily for the diagnosis, treatment, or prevention of disease or for treatment of conditions affecting any functional part of the body. For example, vitamins are not typically covered because they are used for general wellness, but your doctor may prescribe a vitamin to treat your medical condition. The vitamin would then be eligible if your doctor verified the necessity in treatment.

Dependent Care Accounts (DCA) DCA Frequently Asked Questions (FAQ'S)

What is a dependent care FSA (DCA)?

A DCA is a flexible spending account that allows you to contribute a portion of your paycheck before taxes are taken out to pay for qualified dependent care expenses so that you can work or look for work.

Why should I participate?

Since contributions to the account are deducted from your paycheck before income taxes are assessed, your taxable income is reduced. Participants enjoy a 30% average tax savings on the total amount they contribute to the account.

How do I contribute money to my DCA?

Once you make your annual election during open enrollment, your employer will deduct this amount from your paycheck before taxes are assessed in equal amounts throughout the year.

How much can I contribute?

The IRS limits annual contributions to \$5,000 on income tax returns for single or married filing jointly, and \$2,500 for married filing separately.

Who qualifies as a dependent?

You can use your DCA to pay for care for children under age 13 that you claim as dependents, as well as adults or other relatives that are incapable of caring for themselves (if you provide more than 50% of their support).

What type of care is eligible?

Eligible expenses must be for the purpose of allowing you to work or look for work. Services may be provided at a child or adult care center, nursery, preschool, after-school, summer day camp, or a nanny in your home.

What type of care is not eligible?

Care expenses that are not eligible to be paid with DCA funds include care for a child over age 13, overnight camp, babysitting that is not work related, school fees for kindergarten and higher grades, and long-term care services.

Do I have access to my entire DCA election amount at the beginning of the year?

No, you will only have access to DCA funds that have already been deducted from your paycheck.

Are there any rules about who can care for my dependents?

Yes. You can not use funds to pay for care provided by a spouse, a person you list as a dependent for income tax purposes, or one of your children under the age of 26.

How do I use the funds in my account?

If you have a benefits debit card and your care provider accepts credit cards, you may pay directly from your account. Otherwise, pay out-of-pocket and then file a reimbursement claim with your expense documentation.

What happens if I don't spend all of my DCA funds by the end of the plan year?

It is essential to estimate conservatively during elections. Any unused funds at the end of the plan year are forfeited, also called the use-it-or-lose-it rule.

Can I change my election amount mid-year?

Typically, you cannot change your contribution mid-year. However, if you experience a qualifying event, such as the birth of a new child, or if your childcare provider significantly increases their rates, you may be eligible to adjust your contribution.

What happens to my account if my employment is terminated?

Participation in the plan is also terminated. This means that only expenses that were incurred prior to your termination date are eligible for reimbursement.



Online & Mobile Account Tools: First Time Account Registration & Login Instructions\

Once your enrollment is received and entered into the system you will be able to access your account information online by following these instructions:

1. Visit <https://fbanational.com/my-fba-login> to open the registration page for the FBA Account Management Portal. Click the red button that says, "FBA Account Management Portal Login".
2. Choose your username and password. The password must be at least 8 characters long, can't have the same character repeated 3 times in a row, and must include at least three of the following: capital letter, lower case letter, number, or special character (!, @, #, %, ^, &, *, etc.).
3. Your Employee ID is your Social Security Number (no dashes), unless your employer uses another type of identifying number.
4. Under Registration ID, select Card Number from the dropdown box. Your Registration ID is the number on the front of your card. If you do not have an FBA Benefits Card, please call us at (855) 374-6431 or email us at FBA Account Management Portal for further assistance.
5. You will be asked to create answers for a set of security questions. Make sure you keep a record of your answers as this will help you reset your password in the event you are unable to login to your account.
6. You can now access your account online by logging in using your username and password.

Mobile Account Access

Once you have registered for an online account, you can access your account on your smart phone using the FBA Flex Benefits Mobile Application, available on the Apple App Store and Google Play Store:

1. Click the links above, or on the Apple App Store or Google Play Store, search for "FBA Flex Benefits" and download the application.
2. In the application, enter your username and password to login.
3. You can now use the mobile application to access your account information, check balances, and submit claims.

What is the FBA Benefit Card?

Your **FBA Benefit Account** is eligible for the **FBA Benefit Card**. You can use the card to pay for eligible expenses at the point-of-sale, eliminating the need to submit paper forms. There is no pin number. For transit accounts, you may be asked to enter your zip code. The **FBA Flex Benefits Mobile Application** (available on iOS and Android) can be used to manage your account, check your balance, and submit claims on-the-go.

How do I check my balance?

You can check your balance by calling (855) 374-6431, logging into your account at [national.com](https://www.fbanational.com), or by logging into your account using the **FBA Flex Benefits Mobile Application**. Registration instructions for your online account are included in this document.

How do I submit claims?

If the card is not accepted at the point-of-sale, you can request to be reimbursed. To submit a reimbursement request, you must send us a completed claim form and proof of eligible expense(s) using one of the following methods:

- Online at by logging in to our web portal.
- Using the **FBA Flex Benefits Mobile Application**.
- Emailing to claims@fbanational.com.
- Faxing to (833) 930-1024.

A claim form has been included in this document. If you wish to be reimbursed by direct deposit to your bank account, you must include either a copy of a void check or a direct deposit authorization form from your bank.

If you have any questions regarding your **FBA Benefit Account**, please call us at (855) 374-6431 or email us at info@fbanational.com.



**HEALTH CARE SPENDING ACCOUNT
Claim for Reimbursement**

NAME OF EMPLOYER		
EMPLOYEE NAME	SOCIAL SECURITY NUMBER	
EMPLOYEE ADDRESS	STREET	CITY
STATE	ZIP	PHONE NO:

HEALTH CARE EXPENSES

PATIENT NAME	DATES OF SERVICE		PROVIDER OF SERVICE	(A) TOTAL CHARGE	(B) AMOUNT PAID BY OTHER SOURCES	(A-B) AMOUNT TO BE REIMBURSED
	FROM	TO				
TOTALS						

CERTIFICATION

I certify that the expenses for which I am requesting reimbursement meet all of the conditions listed below:

- They were incurred for services or supplies received by me or my eligible dependents under the plan.
- They were for services or supplies furnished while I was a participant in the Plan.
- I have not been reimbursed for these expenses, and they are not reimbursable from any other health plan.

I understand that reimbursement of these expenses can be requested and made only after I have collected all benefit payments available from all plans under which my eligible dependents and I are covered. I further certify that I have not deducted nor will deduct on my individual income tax return any of the expenses reimbursed through my Health Care Spending Account.

I understand that reimbursement will be made in accordance with the provisions of the plan which I participate. I accept responsibility for the proper treatment of benefits paid under this plan with respect to eligibility, income tax reporting, and liability.

COMPLETION OF CLAIM FORM

- Complete all information on the claim form for each amount claimed for reimbursement.
- Make sure the claim does not include items for more than **one plan year**.
- You **must** sign and date claim form.
- A copy of a bill or other written statement from the provider of service is **acceptable only when NO other insurance is applicable**.
- **Cancelled Checks/Credit Card Statements are NOT acceptable.**
- If insurance is applicable, a statement/explanation of benefits from **ALL MEDICAL/DENTAL INSURANCE CARRIERS SHOWING DEDUCTIBLE, COPAYMENTS AND PAYMENTS IS REQUIRED.**

EMPLOYEE SIGNATURE _____ DATE _____

MAIL COMPLETED FORM TO:

FBA NATIONAL
100 QUENTIN ROOSEVELT BLVD, SUITE 403
GARDEN CITY, NY 11530
PHONE (855) 374-6431 FAX (833) 930-1024
www.fbanational.com



DEPENDENT CARE SPENDING ACCOUNT
CLAIM FOR REIMBURSEMENT

Name of Employer _____

Employee Name _____ Social Security _____

Employee Address _____
Street City
State Zip

Dependent Name	Date of Birth	Relationship to Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please complete the information below and attach corresponding bills or receipts with dates of service for each listed provider.

Name: _____ Name: _____

Address: _____ Address: _____

Tax I.D. or _____ Tax I.D. or _____
Soc. Sec. # _____ Soc. Sec. # _____

Dates of Service: _____ to _____ Dates of Service: _____ to _____

If dependent care was provided in your home, complete the following:

Household Services Relating To The Care Of A Qualifying Individual (s)	\$ _____
FICA And FUTA Taxes on Wages Paid To A Housekeeper	\$ _____
Room And Board Expenses Incurred Outside The Home For A Housekeeper	\$ _____
Transportation Expenses of A Housekeeper	\$ _____
Other (please list)	
_____	\$ _____
_____	\$ _____
_____	\$ _____

If your eligible expenses were incurred outside of your home, complete the following:

Services Related To The Care Of Qualified Individual(s)
And Incurred in A Day Care Provider's Home/Day Care Center \$ _____

TOTAL DEPENDENT CARE REIMBURSEMENT REQUESTED: \$ _____

CERTIFICATION

I certify that I and/or my eligible dependents have incurred the expenses for which reimbursement is claimed from the Flexible Spending Account. I further declare that I have not and will not deduct these expenses on my Individual Income Tax Returns. I certify that the above eligible expenses have been (or will be) paid for the care of a qualified individual(s).

EMPLOYEE SIGNATURE _____ DATE _____

MAIL COMPLETED FORM TO:

FBA NATIONAL
100 QUENTIN ROOSEVELT BLVD, SUITE 403
GARDEN CITY, NY 11530
PHONE (855) 374-6431, FAX (833) 930-1024
WWW.FBANATIONAL.COM