

Flexible Spending Accounts

Employees have the opportunity to enroll in Flexible Spending Accounts which may allow participants to receive a tax savings on day care and medical expenses. Each plan is maintained as a separate account and funds cannot be comingled. For example, an employee enrolls in Medical Reimbursement and Dependent Care. The participant files a claim for medical expenses in excess of available funds in the medical reimbursement account. The amount in excess of available funds cannot be claimed against the dependent care account.

Participants have 60 days into the new plan year in which to request reimbursements for eligible expenses incurred in 2020. All claims must be received to Southern Administrators & Benefit Consultants (SABC) by **March 1st** to receive reimbursement. Claims may be submitted via fax, email, online, mail, or walk-in (Jackson area residents).

The plan includes a rollover provision in which a maximum of \$500 unclaimed funds in the 2020 Medical Reimbursement account will rollover to the 2021 Medical Reimbursement account. This rollover will occur after the March 1st reimbursement deadline has expired. The rollover provision does not apply to Dependent Care.

The plan year is January 1 to December 31.

Types of Plans

Medical Expense Reimbursement Plan – enables participants to receive reimbursement for eligible medical expenses. “Pre-tax” salary reductions are credited to a reimbursement account and are refunded to you as expenses are incurred. Expenses may include costs for deductibles, co-insurance expenses not reimbursed through insurance or any other source, eyeglasses, contact lenses, hearing aids, or any family medical expenses that would qualify as a deduction on your federal income tax return. The annual limit per participant is \$2,750.

Dependent Care Reimbursement Plan – provides for the reimbursement of eligible employment-related dependent day care expenses. Expenses may include the costs for in-house or on-site care centers (caring for six or more individuals) or for at-home services provided by third parties who meet applicable state and federal law standards. The person being cared for must be either: a child or other dependent under age 13 that you are entitled to claim as a dependent on your income tax return, or your spouse or other legal dependent who is physically or mentally incapable of caring for himself or herself. The annual limit per family is \$5,000.

Ineligible Expenses – There are certain expenses that are not eligible for reimbursement under your flexible benefit plan. Some of the more common ones include:

- Expenses claimed as deductions for income tax purposes
- Medical expenses which have been reimbursed through a medical insurance policy or any other source
- Any expense for cosmetic purposes

Benefits include:

- Pharmacy debit cards
- Claims processing via mail, fax, online, email, or walk-in (for employees who live in the Jackson area)
- Participants will be contacted via phone or email on the day a claim is received if SABC is unable to process the request for any reason
- Choice of receiving correspondence from SABC via mail or email
- One-day turnaround on claims
- Direct deposit of reimbursed monies
- Participants will receive information about their account balance and claims payment information with each reimbursement
- Access to individual account information via secure website

Pharmacy Debit Card - If you participate in Medical Reimbursement and apply for the pharmacy debit card, you may swipe the debit card at a **participating pharmacy** to pay for prescriptions. This process will automatically debit your Medical Reimbursement account for the cost of the prescription and eliminates the need for sending in receipts for prescription reimbursement. A list of participating pharmacies is available at <https://www.sig-is.org/card-holders/store-locator>. The participant is responsible for replacing cards that have been lost, stolen, destroyed, etc. and will pay a \$10.00 reissue fee to the card company. Please note: the debit card has a 5-year expiration date from the date of issue.

Enrollment Forms

- **Pharmacy Debit Card:** Participants interested in receiving a pharmacy debit card must complete the attached *SABC Flexcard Enrollment Form*. Please note, current participants already using this benefit do not complete the form.
- **Direct Deposit Authorization:** Approved reimbursements will be deposited into the participant's bank account on file with SABC. The attached *SABC Flexible Spending Cafeteria Plan, Direct Deposit Authorization* must be completed to set up the deposit. A voided check or statement on bank letterhead must also be submitted to SABC to substantiate the bank account and routing numbers.

Upon completing Open Enrollment, save changes, and review the *Benefits Summary* for accuracy.

Current Participants do not have to submit paperwork to change their election amount for calendar year 2021. Your online election is your official election. If you are not currently using a Benicard for prescription reimbursement but would like a card for next year, you must complete the attached *SABC Flex Card Enrollment* form.

New Participants must complete the attached *Consolidated Enrollment Form, SABC Flex Card Enrollment, and Direct Deposit Authorization*.

All forms must be submitted to Human Resources via fax (662-915-5836) or campus mail/drop off at Human Resources, Jackson Avenue Center – Central. It is your responsibility to ensure forms are received by Human Resources.

All coverage changes become effective January 1, 2021.

Coverage that is active on 12/31/2020 will continue at the same level for plan year 2021 in the absence of an open enrollment election/change.

IMPORTANT: PLEASE READ AS ACTION MAY BE REQUIRED.

- In order to be in compliance with Form 1095-C and Affordable Care Act requirements, please verify that all names, social security numbers and dates of birth are correct for any family members who are currently enrolled or will be enrolled in an insurance plan. This information can be accessed under the 'Employee' tab and then by clicking the MyHRtools drop down box and selecting Open Enrollment Step 1: Update Beneficiaries / Dependents. If any information is incorrect, please update.
- When enrolling eligible dependents on an insurance plan, a copy of the dependent's Social Security Card **MUST** be provided to the Human Resources office. Furthermore, all listed names on insurance applications must be listed as a legal name, nicknames are not permitted.
- In order to ensure the accuracy of W-2 processing for 2020, please verify all contact information (address, phone number etc.) within myOleMiss. This can be accessed under the 'Employee' tab and then by clicking the MyHRTools drop down box and selecting Address & Communication Preferences. If any information is incorrect, please update accordingly. Please note that updating your contact information within myOleMiss will only update your address with the University, and does not update your contact information with insurance vendors. Please also complete a **Benefits Information Change** form to update your information with each respective vendor and submit the form to Jackson Avenue Center – Central or fax to 662-915-5836. When changing your contact information within myOleMiss, a link to this form will populate on the right side of the screen. You may also access the form via the following link. <http://hr.olemiss.edu/benefits/forms/>.