

Kenosha County

Flexible Spending Account (FSA) Important Plan Information

Please review the following information in preparation for your FSA enrollment!

Upcoming FSA Plan Year:	1/1/2018 - 12/31/2018
Run-Out Period:	You have until 3/31/2018 to submit claims for expenses incurred during the 2017 Plan Year. If you terminate employment you must submit claims for reimbursement within 60 days after your date of termination.
FSA Carry Over	Your FSA Plan allows you to carry over up to \$500.00 of unused funds from the 2017 Plan Year Health Care FSA to be spent in the 2018 Plan Year!
Maximum Election Amount:	Health Care FSA: \$2,650 Dependent Care FSA: \$5,000 Limited Purpose FSA: \$2,650 (HSA Participants – Dental & Vision Expenses) (Note: Group insurance premiums are deducted pre-tax automatically. Contact your employer's benefits representative if you have questions.)
FSA Deductions:	26 FSA Deductions (Your plan year election will be divided by the number shown above.)
Reimbursement Schedule:	Eligible claims received Friday by 9:00 a.m. will have reimbursements released the following Friday.
Reimbursement Method:	Mandatory Direct Deposit Please complete a direct deposit form and attach a voided check with your FSA Enrollment Form.
Debit Cards:	You will receive a debit card for your Health Care FSA. Please read the attached information to learn more about debit cards. The debit cards are valid for 5 years and reloaded each year with your new election. Do not throw your cards away! Your card does not allow for transactions from the prior Plan Year.
Email Claim Notifications:	Email notifications will be sent to inform you of claims received, reimbursements issued or requests for additional information needed to process your claims. By providing your email address when you enroll, you will automatically receive these notifications.
Online Account Access:	You may view account details including balance, claims and reimbursements and also access claim forms via the DBS website at www.dbsbenefits.com . You will need the following PIN # to create an online account: Kenosha County
Enrollment Method:	Paper enrollment form Return the completed form to your employer's benefits representative by the deadline below.