

To: All Staff
From: Stanley F. Merritt, Personnel Administrator
Date: November 16, 2017
Re: Flexible Benefits Plan

The Poughkeepsie City School District's Flexible Benefit Plan year will end on 12/31/17. It is now time for employees to do the following:

1. Close out 2017 Accounts

If you contributed to Flexible Spending or Dependent Care in 2017, please be sure to use up your account balance. **Claims for unreimbursed expenditures incurred prior to 12/31/17 must be post marked no later than 03/31/2018 or claim will be denied for late filing.** After that date, any amounts left in your account will be forfeited. If you would like to check the status of your account, call Fitzharris Administrators at 516-777-4800 or visit their website at Fitzharrisinsurance.com.

2. 2018 Flexible Spending Account Election

Now is the time to start thinking about medical, dental, vision care, etc., expenses you may incur during 2018 which will not be reimbursed by your medical plans.

You may elect to have up to \$2,650 deducted from your salary before all taxes (FICA, Federal & NYS) for unreimbursed medical expenditures for calendar year 2018. Make sure to check "Box A (1) "Health Reimbursement Account" on the election form.

3. 2018 Dependent Care Spending Account Election

You may elect to have up to \$5,000 (\$2,500 for married individuals filing separately) deducted from your salary pre-tax (FICA, Federal & NYS) for eligible dependent care expenditures for calendar year ending 2018. The expenditures must be for a qualified dependent: a child under age 13 or a dependent of any age who is physically or mentally incapable of caring for themselves and who spends at least 8 hours per day in your household. The expenditures must also be necessary so that you (if married, you and your spouse) can go to work. Make sure to check Box A (2) "Dependent Care Account" on the election form.

4. Pre-tax Contributions for Health Insurance

All employees who contribute towards the cost of their health insurance **do not** need to submit an election form for the year 2018. Your contribution is automatically exempt from all taxes. Please **do not** submit an election form.

5. Additional Information:

For additional forms and information visit Departments, Finance and Operations, Payroll and Benefits, under the Administration tab at www.poughkeepsieschools.org.

Election forms must be returned to the Business Office **by December 8, 2017**. We will acknowledge receipt of your form on December 15, 2017. **You must complete a new election form for 2018 even if you participated in the plan during 2017.**