



Information on Flexible Spending Accounts for FY22

To: All Benefits Eligible Employees

From: Jody K. Middleton, HR Director and Meredith Hartling, HR Generalist

It's time to enroll or RE-ENROLL in our Flexible Spending Accounts for July 1, 2021– June 30, 2022

Enrollment Forms Must be Returned to Human Resources by May 28th

Open enrollment occurs during the month of May and is your annual opportunity to make changes to insurance plans and to enroll or **RE-ENROLL** for Flexible Spending Accounts (FSA) for health care and dependent care. *Please see description of these benefits on the next page.*

If you are currently enrolled in a Flexible Spending Account you MUST re-enroll again during Open Enrollment

Taking Action:

- Benefit is effective on July 1, 2021 through June 30, 2022.
- Annual Minimums and Maximums for Flexible Spending Accounts:
 - Health Care Spending Account: Minimum \$500 / Maximum \$2,750
 - Dependent Care Spending Account: Minimum \$500 / Maximum \$5,000
- Check out the FSA Store (<https://fsastore.com/>) to use your Health Care Spending Account:
 - This site was founded on the idea that it should be simple for consumers to spend, manage, and use their FSAs. The Health Care FSA now covers many over-the-counter medications and menstrual care products.
- Per the American Rescue Plan, there is a **grace period extension** to incur Health Care FSA expenses through 6/30/2022 for the balance remaining in the prior plan year (FY21). This means that you will have an additional 12 months to incur expenses that were left over from the plan year that ends on 6/30/2021. All claims must be submitted within 30 days of the grace period end date.
- To enroll or re-enroll in the Flexible Spending Accounts (FSA), please complete the enrollment form on the Town's website under Human Resources at: <https://www.town.canton.ma.us/594/Open-Enrollment>.
- If you currently are enrolled in the Flexible Spending Account programs and have a Debit Card, you do need to elect a new one every year. (Check off **YES** to elect debit card to have a **new card issued or your current card reloaded**).
- **All payroll deductions for both Flexible Spending Account plans will be taken during the fiscal year 2022.**
 - What that means is all deductions will start and end within the following dates:
 - July 1, 2021 through June 30, 2022 (for weekly (52) and bi-weekly (26) pays per year);
 - September 1, 2021 through June 30, 2022 (for bi-weekly (21) pays per year).

Return all completed forms to Human Resources no later than May 28, 2021. Forms may be scanned and emailed (*preferred*) to Jody Middleton, HR Director at jmiddleton@town.canton.ma.us or Meredith Hartling, HR Generalist at mhartling@town.canton.ma.us; faxed to 781-575-6602; or mailed to Town of Canton Human Resources, 801 Washington Street, Canton, MA 02021. If you have any questions, comments or feedback about our benefits program, please contact HR at the emails above or call Jody at 781-821-2936 or Meredith at 339-502-5727. Thank you!



WHAT ARE FLEXIBLE SPENDING ACCOUNTS ?



Flexible Spending Account (FSA) – Sentinel Benefits	Health Care Spending Account	Dependent Care Spending Account
<p>Purpose</p> <p><i>(this benefit is not available to retirees)</i></p>	<p>Helping you save money by using pre-tax dollars to pay for eligible healthcare (medical, dental and vision) expenses.</p> <p>You do not have to participate in our Medical & Dental benefits to take advantage of the medical FSA.</p>	<p>Helping you save money by using pre-tax dollars to pay for eligible dependent(s) care expenses. Note: Dependents are defined as <u>children under age 13</u> or elder adults who rely on you for support.</p>
<p>Eligible Expenses</p>	<p>Eligible healthcare expenses are those not covered by your Health/Dental Insurance Plan, and include (but are not limited to) the following:</p> <ul style="list-style-type: none"> • Copays • Deductibles • Coinsurance <p>Over the counter drugs are now an eligible expense!</p>	<p>Eligible dependent care expenses include (but are not limited to) the following:</p> <ul style="list-style-type: none"> • Daycare tuition • After-school programs • Summer day camp fees • Elder care fees <p>Salary paid to qualified caregivers (if their income is reported as taxable to the IRS)</p>
<p>How Accounts are Funded</p>	<p>Before taxes are taken from each of your paychecks, money is set aside for your Healthcare FSA.</p> <p>During Open Enrollment (5/11 – 5/28/21), you determine how much to contribute for the following year (7/1/21 – 6/30/22), and money is withdrawn from each paycheck in equal amounts throughout that fiscal year.</p>	<p>Same as Health Care Spending Account</p>
<p>Annual Minimum & Maximum Contribution</p>	<p>Minimum \$500/year Maximum \$2,750/year</p>	<p>Minimum \$500/year Maximum \$5,000/year</p>
<p>Administration Fees</p> <p><i>You only have to purchase one set of cards. They will work for both the FSA & Dependent Care.</i></p> <p><i>If you elect to have the debit card, you will receive two cards.</i></p>	<p>Annual Fee \$65.00 Sentinel Benny debit Card: \$18.00 (annual fee is \$65.00 total whether you participate in Health and/or Dependent Care)</p> <p>These fees are deducted from your annual election. Please take that into consideration when you are selecting your annual amount.</p>	<p>Same as Health Care Spending Account</p>
<p>Detailed Information</p>	<p>Detailed Summary Plan on our Town’s website under Human Resources at: https://www.town.canton.ma.us/159/Human-Resources-Department For a list of eligible/non-eligible expenses go to www.sentinelgroup.com or call Sentinel at 1-(888) 762-6088.</p> <p>You can also view your account on-line by registering ACCESS CODE: 2248350</p>	<p>Same as Health Care Spending Account</p>