



Human Resources Benefits and You

OSU FLEXIBLE BENEFITS PLANS

Employees who work at least .75 FTE or greater, and have an assignment for at least six months, are eligible to participate in the OSU Flexible Spending Account (FSA) or Dependent Care Account (DCA) plan. As a participant, you may contribute some of your paycheck to pay for eligible medical and dependent care expenses. Your annual election is divided among the number of paychecks you have in the plan year and the amount is deducted from each check prior to being taxed. You can expect a tax savings on your paycheck by participating in a FSA or DCA plan.

What is a Flexible Spending Account (FSA)?

You may elect to set aside up to \$2,600, per employee, to pay for qualified out-of-pocket medical expenses. The \$2,600 annual maximum employee contribution limit does not include employer contributions. Your annual election may be divided among the number of paychecks you have in the plan year and that amount is deducted from each check prior to being taxed. Contributions made to your FSA are pre-funded, which means your annual goal amount is available to you the first day of your eligibility. You will receive a Chard-Snyder Health Care debit card with your annual election loaded on the card. Your expenses will be deducted from your annual election. You may use your Chard-Snyder Health Care debit card at your medical, pharmacy, dental, or vision provider if they accept MasterCard debit cards. Traditional reimbursement is also available from your account either by submitting an online claim or by using a paper claim form.

What is a Dependent Care Account (DCA)?

You may elect to set aside up to \$5,000, per household, to pay for dependent care expenses. Some of the expenses covered include child daycare, babysitting and before and after school programs. Your annual election may be divided among the number of paychecks you have in the plan year and is deducted from each check prior to being taxed. DCA contributions are not pre-funded. If your claim amount is more than what you have in your dependent care account, Chard-Snyder will reimburse you up to the amount that is available in your account and pend the rest of your claim until your account is funded. You cannot use your Chard-Snyder Health Care Card to pay for eligible DCA expenses. You may request reimbursement from your account either by submitting an online claim or by using a paper claim form.

FSA Contributions for Waiving OSU Employee Health Insurance

OSU provides health care to all benefit eligible employees. If you have other employer group major medical insurance you may be eligible to waive your OSU employee health insurance. If you are eligible to waive OSU employee health insurance, OSU will make a monthly contribution to a health FSA plan through Chard-Snyder on your behalf. The election to waive OSU employee health insurance must be elected every year during Annual Enrollment. You must notify OSU Benefits if you lose your group major medical insurance. Any future funds contributed by OSU to your health FSA will be forfeited when you lose your group major medical insurance and enroll in OSU's health insurance. You will be able to file claims on the contributed funds for services rendered before the end of your eligibility through the end of the plan year.

What Do I Need to Remember When Enrolling?

When using the FSA, be sure to keep your receipts. Per IRS regulations, you may receive a receipt request for an expense. You will want to determine the annual amount you wish to "flex" conservatively. In accordance with IRS regulations, money contributed to a FSA must be used during the plan year, which is currently based on the calendar year. Effective with 2015 Health FSA plan elections, at the end of each plan year, December 31,

any remaining funds in your health FSA account up to a maximum of \$500 will rollover into the following plan year. Any unused funds over \$500 will be forfeited. When electing to participate, you must contribute enough money to meet the annual goal which you elected. If monthly contributions are missed, you will be required to make up contributions by the end of the calendar year.

How Do I Make Changes to My Annual Elections?

You can make changes to your FSA/DCA during Annual Benefits Enrollment. Mid-year changes may also be made if you have an IRS Section 125 Qualifying Event. IRS Section 125 qualifying event changes are allowed on OSU FSA employer contributions if there is a gain or loss of other group major medical insurance. For more information please contact OSU Benefits at (405) 744-5449.

Where Can I Get More Information?

The Section 125 Flexible Benefits Plan Summary outlines provisions of the OSU plan with scenarios. More information can be found online at <http://hr.okstate.edu/benefits/flex>, or you may call OSU Benefits, (405) 744-5449. Account information is available online at www.chard-snyder.com or you may call Chard-Snyder at 800-982-7715.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex material. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.