

# Schenectady City School District



To: All Employees  
Subject: Flexible Spending Account (FSA) Annual Enrollment  
Date: March 29, 2021

**\*\* See Attachments \*\***

**Deadline:** All Enrollment forms are due back to Payroll no later than Tuesday, 6/1/2021  
**Please submit completed form as well as any questions to Payroll via Let's Talk.**

**Forms must be submitted every year!**

## What is a Flexible Spending Account (FSA)?

The Schenectady CSD FSA Plan allows employees to put money away to pay for out-of-pocket medical and dependent day care expenses on a pre-tax basis. This lowers your taxable income and saves you money!

## Should I check Section 2 on the Enrollment Form?

By Checking Section 2 – you are agreeing to have your premium contribution processed through the FSA – which means **your taxes are reduced** and **your net pay is increased** because those monies will be deducted before taxes are calculated. If you have already submitted your paperwork, and unsure if you checked the box, please contact Payroll to correct.

## What are the 2021 Annual dollar limits?

Health Care FSA Dollar Limit: \$2,750  
Dependent Care FSA Dollar Limit: \$5,000\*

\*If married and filing separate tax returns, the dependent care FSA maximum is \$2,500.

## What happens after I enroll?

- An enrollment kit will be sent to you. The kit includes a paper copy of the reimbursement voucher and a debit card which you can use to pay eligible expenses.
- You can register on The Preferred Group's benefits portal [www.ThePreferredGroup.com](http://www.ThePreferredGroup.com) which will allow you to submit your claims and scanned receipts into the secure messaging section.

## How will I file for reimbursement from The Preferred Group?

- You may file for reimbursement of claims by mail, fax, or online submission.
- A reimbursement voucher will be included in your enrollment kit or you can download one at [www.ThePreferredGroup.com](http://www.ThePreferredGroup.com) and select "Participants" and "Forms".

## When do I need to submit for reimbursement?

- You have 90 days after the end of the plan year to submit claims. Our plan offers a 2.5 month extension for dates of service, which means that you can file for reimbursement for claims with dates of service from 7/1/2021 to 9/15/2022, as long as you submit the claim prior to 9/30/2022.

Plan Year*	Date to Submit
7/1/2021 – 6/30/2022 *Extended to 9/15/2022	9/30/2022

## Who can answer my questions?

The Preferred Group Benefit Services line (866) 989-8995 is available Monday thru Friday 8am – 5pm to answer any questions about what are eligible expenses, the status of your reimbursement or other related questions.

**The Schenectady CSD Payroll office can answer questions about your payroll deductions.**  
**Please submit your completed forms or questions to Payroll via Let's Talk.**