



TO: ALL FULL-TIME EMPLOYEES AND
PART-TIME EMPLOYEES WHO HAVE OBTAINED A CERTIFICATE
OF CONTINUOUS EMPLOYMENT ("CCE")

FROM: BONNIE BORN – DIRECTOR OF BENEFITS

DATE: OCTOBER 30, 2009

- FLEXIBLE BENEFIT PLAN OPEN ENROLLMENT FOR CALENDAR YEAR 2010 -

NEW FOR THIS YEAR:

- OPEN ENROLLMENT PERIOD OF NOVEMBER 1ST – NOVEMBER 30TH, 2009
- NEW ON-LINE OPEN-ENROLLMENT MODULE FOR ENROLLMENT
- MEDICAL FLEX ACCOUNT LIMITS INCREASED FOR 2010
- FLEX PLAN INFORMATION MEETINGS SCHEDULED & ENROLLMENT ASSISTANCE AVAILABLE

The following explains the important changes you will need to be aware of if you wish to enroll in the Flexible Benefit Section 125 plan for calendar year 2010. For employees currently participating in the Flex plan for CY2009, this information describes the new enrollment process you will need to follow to participate in the Flex Plan for CY 2010. *As you are aware, IRS regulations require a positive election each year for Flex Plan participation (re-enrollment is NOT automatic).* For employees who are eligible to enroll but who have not yet participated in the Flex Plan, additional general information on the Flex Plan follows the Open Enrollment information.

New Flex Plan Open Enrollment Period: November 1st – November 30th, 2009

If you wish to participate in the Flex Plan for Calendar Year 2010, you must complete the on-line Flex Open Enrollment process during the window period of November 1st through November 30th, 2009. No Flex enrollments will be accepted after the month of November. The earlier open enrollment period will allow more time for processing enrollments with our Flex carrier, Preferred Group Plans, and will ensure that your account will be available to you on January 1st.

New On-Line Open Enrollment Process – No paper enrollment forms

We are pleased to announce that enrollment for the Flex Plan will now be done through an on-line Open Enrollment module that is part of the FIT Online Information System. (No paper forms will be used.)

- The on-line Open Enrollment module will be activated for you to use starting November 1, 2009 and ending November 30, 2009. You may access the Open Enrollment module from on-campus or from off-campus, 24 hours a day/7 days a week.

- An *On-Line Open Enrollment Flex Spending Manual* is posted on the Human Resources web page at www3.fitnyc.edu/hr/benefits which you may reach by clicking on this link:

<http://www3.fitnyc.edu/HR/BENEFITS/FlexPlanInformation.htm>

- The *Open Enrollment Manual* includes:

- log in and access instructions for the Open Enrollment module
- click-by-click screen snapshots of how to process your Flex Enrollment for CY 2010
- how to view a Benefit Statement confirmation for your Flex enrollment for CY 2010

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NEW FLEX PLAN ACCOUNT LIMITS FOR CALENDAR YEAR 2010

	<u>Full-Time Employees</u>	<u>Part-Time CCE'd Employees</u>
Unreimbursed Medical Account	\$7,000 annual	\$3,500 annual
Dependent Care Account	\$5,000 annual	\$5,000 annual
Premium Account	Unlimited	Unlimited

BENNY DEBIT CARD INFORMATION FOR CY 2010

FOR CURRENT CARDHOLDERS: IF YOU HAVE COMPLETED THE FLEX PLAN ON-LINE OPEN ENROLLMENT PROCESS FOR CALENDAR YEAR 2010, your Benny Debit Card will be loaded with your new Flex Medical Account elections starting January 1, 2010 (you will not need to receive a new card). The Benny Card \$18 annual vendor service fee will automatically be deducted from your Medical Flex Account election again in January.

IF YOU HAVE COMPLETED THE FLEX PLAN ON-LINE OPEN ENROLLMENT PROCESS FOR CALENDAR YEAR 2010 **but do not wish to use the Benny Card again for CY 2010**, you will need to complete a ***“Termination Request for the Benny Card”*** form and mail it directly to Preferred Group Plans before the end of the open enrollment period. The form is available at www3.fitnyc.edu/hr/benefits.

IF YOU WISH TO REQUEST THE BENNY DEBIT CARD FOR THE FIRST TIME: IF YOU HAVE COMPLETED THE FLEX PLAN ON-LINE OPEN ENROLLMENT PROCESS FOR CALENDAR YEAR 2010, and you wish to request a Benny Debit Card, you will need to complete the ***Benny Card Request*** form and mail or fax it directly to Preferred Group Plans before the end of the open enrollment period. There is an \$18 annual vendor service fee for the card. The fee will be automatically deducted from your Medical Flex Account balance in January. Additional information on the Benny Card and the Benny Card Request form, are available at www3.fitnyc.edu/hr/benefits.

DIRECT DEPOSIT OPTION:

All Flex Plan enrollees have the option of electing Direct Deposit with Preferred Group Plans. Electing Direct Deposit speeds up reimbursements to you for any Flex Plan claims you file with Preferred using the paper claim form. There is no charge to set up Direct Deposit. If you are already set up with the option, it will continue when you re-enroll in the Flex Plan for calendar year 2010. If you want to set up the Direct Deposit option for the first time, you will need to fill out the ***Direct Deposit Request*** form and send it directly to Preferred Group Plans. The form is available at www3.fitnyc.edu/hr/benefits.

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FLEX PLAN INFORMATION MEETINGS & ENROLLMENT ASSISTANCE

Flexible Benefit Plan General Information Meetings **(Flex Plan presentations for those new to the plan)**

November 9th (Mon.) 12:00 – 1:00 or 1:00 – 2:00 Room A-803
November 12th (Thurs.) 12:00 – 1:00 or 1:00 – 2:00 Room A-803
(attend any of the four meetings)

Flex Plan On-Line Enrollment Demonstrations **(Demonstrations of the On-Line Open Enrollment module only)**

November 10th (Tues.) 12:00 – 12:30 or 12:30 – 1:00 Room A-803
November 11th (Wed.) 1:00 – 1:30 or 1:30 – 2:00 Room A-803
(attend any of the four meetings)

FLEX PLAN OPEN ENROLLMENT ASSISTANCE IN HUMAN RESOURCES

If you need assistance with completing your Flex Enrollment for CY 2010 through the on-line Open Enrollment module, you may stop by Human Resources on any of the following days/times and someone will assist you through the on-line process. We will have extra computers available so that you may complete your enrollment during your visit. Please come prepared with the dollar amounts you wish to elect for new plan year. (No appointment necessary.)

November 16 th (Monday)	Hours: 10:00 – 4:00
November 18 th (Wednesday)	Hours: 10:00 – 4:00
November 19 th (Thursday)	Hours: 10:00 – 4:00
November 20 th (Friday)	Hours: 10:00 – 1:00
November 23 rd (Monday)	Hours: 10:00 – 4:00

Place: Office of Human Resources
236 W. 27th Street, 11th Floor

If you have any questions during the Open Enrollment period, call the Human Resources Benefits area at x73670.

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FLEXIBLE BENEFIT PLAN INFORMATION FOR NEW ENROLLEES

Who May Enroll: All full-time employees, and all part-time faculty and staff employees who have obtained a Certificate of Continuous Employment (“CCE”).

The Flex Benefit Section 125 Plan allows you to set aside money from your salary on a pre-tax basis, to help to pay for eligible out-of-pocket expenses that you and your family incur such as: medical care, prescriptions, dental care, eyeglasses & contacts, therapy, health insurance premiums, childcare expenses, day camp, nursery school, & more. The Flex Plan is not insurance – it is a tax-free account you may set up through payroll salary reduction to use to pay for eligible expenses. Depending on your tax bracket you may save up to 30% or more of the amount you elect to contribute which means you have more in your pocket to pay for expenses.

You decide how much you wish to contribute (up to the account limits) to any or all of the three types of Flex Accounts available: Unreimbursed Medical Expenses, Dependent Care Expenses, Premium Expenses. Each account is for specific types of expenses and money cannot be moved between the different accounts.

The amount you elect for the Flex Plan is taken from your paychecks on a pre-tax basis throughout the year and sent to our Flex Plan administrator – Preferred Group Plans. When you incur a flex-eligible expense, you send a voucher form with your receipts documenting your expense to Preferred. Your reimbursement is sent either by check or direct deposit. There is also an (Optional) Benny Debit Card available for an \$18 annual service fee which may be used a point-of-service for certain eligible expenses.

You will need to carefully estimate the amount you wish to contribute based on the expenses you expect to incur during the new plan year of January 1, 2010 through December 31, 2010 (the services must be incurred during the plan year). **It is important to remember that the Flex Plan is a “use it or lose it” plan. Any money remaining in the Flex account(s) at the end of the plan year will be forfeited.** (There is a 3-month grace period for filing claims after the end of the plan year but the services must be incurred within the plan year).

Your Flex Elections amounts may **not** be changed during the plan year unless you have a Change in Status. In those cases, the change must be requested within 30 days of the event. Reasons include: birth of a child, marriage, divorce, & change in job status.

For More Information on the Flex Plan

It is important that you fully understand how the plan works before enrolling. For additional information, go to the HR web page at www3.fitnyc.edu/hr/benefits. We strongly suggest that you attend one of the on-campus information meetings during the month of November. You may also call our Flex Plan administrator, Preferred Group Plans at 1-800-573-7474 for enrollment questions or to ask about flex-eligible expenses. You may also contact the Human Resources Benefits area at x73670.