



# SPRING LAKE PUBLIC SCHOOLS

## Flexible Spending Account

2016 Open Enrollment: December 1-10, 2015

Plan Year: January thru December 2016

Next Generation Enrollment

<http://www.nextgenerationenrollment.com>

**TO:** All SLPS Employees

**FROM:** Dennis Furton

**DATE:** November 24, 2015

**Important:** Please read this letter in its entirety to ensure you understand the enrollment process.

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**Note:** If you wish to enroll in the Flexible Spending Account, please enroll ONLINE between **December 1 and December 10**. Due to IRS regulations, you MUST make a new election into this plan each year. Flexible Spending Accounts are available to all currently employed SLPS certified and support staff.

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### Current FSA Plan Year (1/1/2015 – 12/31/2015)

- **Plan Year-** The plan year ends on December 31, 2015; therefore all eligible expenses must be incurred on or before 12/31/2015 in order to be eligible for reimbursement from the 2015 plan year.
- **Run Out Period** – You have 60 days, or until February 29, 2016, to submit reimbursement claims for those expenses that incurred during the 2015 plan year.
- **FSA Rollover** – Your plan offers the FSA Healthcare plan rollover. You will no longer have to worry about the “use it or lose it” rule. As of 1/1/2016 any remaining balance, up to \$500, will rollover for use within the new plan year, regardless if you re-enroll in the FSA plan.
- **Remaining Balance** – If you wish to determine the balance remaining in your FSA account(s) you can login to NGE’s online system to verify this information or download the NGE Anytime Mobile App for Android, iPhone, or iPad devices.
- **Termination Run Out** – Should you terminate employment, you have 30 days from the end of the plan year to submit claims incurred prior to your termination date.

### 2016 FSA Plan Year (1/1/2016 – 12/31/2016)

- **Open Enrollment** – Open Enrollment will take place from December 1<sup>st</sup> - December 10<sup>th</sup>. **All elections must be completed no later than December 10<sup>th</sup>**. If you have any questions, please do not hesitate to contact Customer Service at 888-866-1732. Please note that Open Enrollment for the FSA plans is available to all currently employed SLPS staff.
- **Health Care FSA Maximum Election** – \$2,500.00
- **Dependent Care FSA Maximum Election** – \$5,000.00
- **Run Out Period** – You will have 60 days after the end of the FSA plan year, or until 3/1/2017, to submit reimbursement claims for all expenses incurred from 1/1/2016 – 12/31/2016.
- **Payroll Deductions** – Deductions for health and dependent care will begin with the first paycheck following the beginning of the new plan year.
- **Direct Deposit** – If you would like to have manual claim reimbursements directly deposited into your bank account, please download the Direct Deposit form found on our website [www.ngeinfo.com](http://www.ngeinfo.com) in the forms library.

If you need assistance with your FSA, please use the Chat feature found on our website or call NGE at 888-2661732. For FAQ's and additional information regarding our services, visit [www.nextgenerationenrollment.com](http://www.nextgenerationenrollment.com).

- **Debit Card** – Please do not discard your current Benefits MasterCard. Effective 1/1/2016 it will be loaded with your 2016 annual election. If you are a new participant in the plan, you will receive a Benefits MasterCard shortly after January 1<sup>st</sup>. Please be aware that you must retain copies of the receipts from your debit card purchases. Throughout the year you may be asked to provide a copy of your receipt to substantiate your debit card purchase.
- **FSA Information Packet** – This can be found on the District Public Folder in the FORMS Folder.

## How to Enroll

Existing employees may enroll online by following these steps:

1. Using your web browser, navigate to [www.nextgenerationenrollment.com](http://www.nextgenerationenrollment.com) and click on the “Participant” icon
2. Click on “FSA/HRA/HSA Plan Participants” and then click “FSA/HRA/HSA System Login”
3. Note the following:
  - a. **First time users:** click on “Register.”
    - Use the following information to create an account:  
**Username:** create your own username  
  
**Password:** create your own password  
  
**Employee ID:** The Employee ID is the first letter of your first name, up to the first six letters of your last name, and the last four digits of your Social Security. (For example: John Smith with SSN 123-45-6789 would have an Employee ID of jsmith6789.)  
  
**Registration ID: Employer ID: NGESPRINGLK**  
  
**Follow the remaining steps to register online.**
    - After you have created an account you will be redirected to the login screen where you can use your new login and password to access your account.
  - b. **Returning users:** Click on “Log In.” Enter the User ID you created and unique password. If you have forgotten your user ID please contact NGE to get it by clicking on the chat button or calling us at 888-266-1732.

### Did You Know?

- **NGE Anytime** – NGE has a mobile app that you can download for use on any Apple or Android device NGE Anytime in the application store and you will see the app. This app will allow you to check your balance, review recent transactions, and even submit claims online by simply taking a picture of your receipt.
- **NGE FSA Next Day Pay** – This service provides participants with the advantage of a quick turn-around-time on claims processing. Claims submitted online through the Participant Portal by 3:00 PM ET Monday through Friday, will be processed within the same day.
- **The FSA Store-** NGE has partnered with The FSA Store. Please visit our website for a direct link to the online store where you can use your FSA funds to purchase FSA tax eligible items to be delivered directly to your home.