



HARRISBURG SCHOOL DISTRICT

2101 North Front Street • Harrisburg, PA 17110
(717) 703-4026 • FAX (717) 703-4127

BUSINESS SERVICES

Dear Harrisburg School District Employees:

The Harrisburg School District offers its employees the opportunity to pay for out of pocket medical expenses and dependent care expenses through the use of a Flexible Spending Plan (FSA.) The use of an FSA allows you to pay for these items with pretax dollars, thereby saving you state and federal tax dollars. The FSA plan year begins January 1st and employees must sign-up each year to participate. There is no automatic renewal. The open enrollment period will be held from November 1 – 30, 2011 for enrollment in the January 1 – December 31, 2012 plan year. More information about the FSA may be found on the District Website. On the Homepage click on Administration and then District Form Repository. There will be a section titled Flexible Spending Accounts that contains various documents and forms. For your information, please find attached a copy of the FSA Enrollment form and information on qualifying medical care and dependent care expenses.

As you begin to think about your medical needs and how much you want to withhold for your FSA, we want to make you aware of some changes the federal government has made to the eligible expenses. In the past, over the counter medications such as cold and allergy medicine, pain relievers etc. were eligible expenses. Beginning January 1, 2011, over the counter medicine and drugs will no longer be eligible unless a doctor prescription is provided. Over the counter medical supplies such as bandages, splints, and contact lens solution are still eligible.

An FSA is by IRS requirement a “use it or lose it” benefit. You will want to plan carefully your deduction so that you do not under use your account.

To assist you in not having to pay out of pocket and then submitting receipts for reimbursement, the Harrisburg School District FSA plan gives you the option of having a “Benny Card.” The Benny Card works just like a debit card and is pre-loaded with your FSA allocation. You can use it to purchase qualifying expenses directly. If you would like a Benny card, there is a \$6.00 annual fee. If you do not want a Benny card, you may still submit receipts for reimbursement.

If you have additional questions, please contact the District's FSA Administrator at 1-800-727-0182, option 1. Monday – Friday, 7am-5pm, Central Time.