HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 07- 40 **7 November 2007**

FEDERAL FLEXIBLE SPENDING ACCOUNT PROGRAM (FSAFEDS) 2007 OPEN SEASON 12 NOVEMBER 2007 – 10 DECEMBER 2007

EXPIRES: 10 DECEMBER 2007

1. This TAAI provides further guidance and information regarding Open Season for the Federal Flexible Spending Account Program (FSAFEDS)

2. A Flexible Spending Account, or FSA, is an employee benefit program that allows you to set aside money, on a pre-tax basis, for certain health care and dependent care expenses. That means you keep more of your money. FSAFEDS offers three types of accounts:

a. A Health Care FSA (HCFSA) is used to pay for eligible health care expenses that are not covered under your insurance plan, such as co-payments and over-the-counter medicines, such as Tylenol and Sudafed. It is sometimes referred to as a general purpose HCFSA.

b. A Limited Expense Health Care FSA (LEX HCFSA) is used in place of the general purpose Health Care FSA if the participant enrolled in a High Deductible Health Plan with a Health Savings Account (HSA). The Limited Expense HCFSA allows you to submit eligible dental and vision expenses only.

c. A Dependent Care FSA (DCFSA) is used to pay for childcare or adult dependent care expenses that are necessary to allow you and your spouse, if married, to work, look for work, or attend school full-time.

3. The effective date of FSAFEDS Open Season enrollments is January 1, 2008. Employees who enroll during Open Season will have from January 1, 2008 through March 15, 2009 to spend their annual allotment before forfeiting the funds.

4. Employees must go to www.FSAFEDS.com or call SHPS at 1-877-372-3337 during Open Season to enroll in FSAFEDS.

5. Enrollment in FSAFEDS **does not** carry over from year to year. If employees want to participate in 2008, they **must** make a new election.

6. If you have any questions or need assistance, please call Sharon Costello at 916-854-3158, DSN 466-3158 or CAGNET 63158.

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