

# Flex Plan News

Flexible Benefit Plan News for Administrators

December 2003

## Re-Enrollment is Now !

**Participants in calendar year FSA plans should be reenrolling now** for a smooth plan startup for new plan year January 1, 2004:

### Benefit Administrator's Job:

- ✓ All re-enrollment supplies received from **ProBenefits** and distributed to employees
- ✓ Return signed Service Agreement and new Employee Census (Excel spreadsheet)
- ✓ Communicate with your **ProBenefits** administrator to make sure all records are in good order
- ✓ Pay renewal Annual Fee, when billed.

### Plan Participants' Job:

- ✓ Review *FlexTime* re-enrollment brochure
- ✓ Complete 2004 Plan Participation Form (re-enrollment form).  
Return to company Benefit Administrator.



### Important!

For claims to be paid on a timely basis in the new plan year, all re-enrollment materials must be submitted to **ProBenefits** by the December 15<sup>th</sup> deadline.

### More Information:

- See [Re-Enrollment Information](#)
- See [Re-Enrollment Form](#)

## Quickies

### ◆ Flex Billing Adjustments

**ProBenefits** emails bills on the 20<sup>th</sup> of each month for the current month. You – the Benefits Administrator - can make needed changes for added or dropped employees on this self-accounting billing. [Click Here](#) for instructions.

### ◆ Are We Getting "Filtered"?!?

Junk email is at an all-time high, forcing most of us to install junk mail filters. Please



enter **ProBenefits** as an authorized sender in your email filtering software.

## Your Questions Answered

### How does COBRA affect the Medical FSA when employees terminate?

The Medical FSA is a "health plan" under federal law, thus subject to COBRA.

Practically speaking, here's what it means to you, the Benefit Administrator:

- 1) The COBRA Pre-Notice that you give to new hires should list Medical FSA as a potential COBRA eligible benefit.
- 2) Terminating Medical FSA participants with a balance remaining in their FSA may exercise COBRA to extend access to their FSA account following employment, but not beyond the end of the current plan year.

For more information on COBRA continuation of the Medical FSA, [click here](#).

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