

MEDICAL EXPENSE REIMBURSEMENT PLAN

What Is The Medical Expense Reimbursement Plan?

The Medical Expense Reimbursement Plan is an employee benefit that provides you with the opportunity to set up an account to pay for health, prescription, dental, and vision expenses (those expenses not covered by your insurance coverage) with pretax dollars. If you have a question whether an expense may be considered under this plan, please contact the Human Resources Department.

How Much Can I Deposit Into My Medical Expense Reimbursement Plan Account?

There is a maximum allowed per calendar year of \$2, 500.

How Do I Set Up a Reimbursement Account?

Prior to the open enrollment period you estimate the amount of out-of-pocket expenses that you will incur for the upcoming calendar year. On the Cafeteria Plan Election Form you fill that amount in the Medical Expense Reimbursement Plan Contribution section. That amount will be divided by the number of payrolls that you typically receive in a calendar year to determine the amount to be payroll deducted for each of your paychecks. The amount is then deducted from your paycheck pretax. You will not pay Federal, State, or Local Income Tax nor will you pay any Social Security taxes on the amount that is payroll deducted. The money that is payroll deducted each pay period is placed into an account for future reimbursements to you. As you incur expenses during the year, you will request payment from this account.

How Do I Get Reimbursements From My Account?

You keep your receipts for all expenses incurred. You must file with your insurance company and receive the Explanation of Benefits worksheet from them showing what they will pay and what amount you are responsible for. You will then complete a Request for Reimbursement form, attach a copy of your receipts and a copy of the Explanation of Benefits worksheet and send it to the Human Resources Department for reimbursement. Approved requests will be forwarded to the Accounts Payable Office and you will receive a check for your expenses.

Can I Change The Amount Of My Contribution From Time To Time?

Changes can only be made if you have a major life change. These include:

Marriage or divorce

Death of a spouse or dependent

Birth or adoption of a child

Termination or commencement of employment for employee's spouse

Change from part-time to full-time status for employee or spouse

Leave of absence for employee or employee's spouse

Significant changes in health coverage of employee or spouse attributable to the spouse's employment

When Do I Sign Up For This Plan?

Each year there will be an open enrollment period (similar to the open enrollment that you have for MESSA). The open enrollment period will be the month of November each year.

When Does My Participation End?

Contributions to your account will stop at the end of each calendar year and will not continue unless you elect to participate in the new year. In addition, contributions may stop during the year if there is a change in family status which allows you to stop contributions, and you so elect.

Will I Ever Forfeit Any Money In My Account?

Possibly. If there is any money left in your account at the end of the plan year and you have no outstanding claims, that money will be forfeited. Money cannot be carried over from year to year or be returned to the individual. PLAN CONSERVATIVELY.