

FAQ for District Staff (Payroll/HR) – 1/1/2008

1.) What are my annual responsibilities?

You are responsible for informing your employees of the open enrollment period for Flex. Once your enrollment period is complete, you will need to forward the forms to the SISC Flex office. You need to enter monthly contribution elections in your payroll system so that the correct amount is deducted from the participant's payroll for the new plan year. You should also provide participants with, or have them download a copy of the plan summary from our website: <http://sisc.kern.org/flex/employee.html>

2.) What are my monthly responsibilities?

*Review the Contribution Billing Report and let the SISC Flex office know ASAP of any changes, particularly terminations from the plan. Timely notification of any participation or election changes is essential to ensure proper reimbursement payments. If we are not notified with a completed Change Form, the district is responsible for any outstanding charges paid in error by the plan. Please reference (**Section 2.3 Information to SISC Flex**) in the Service Agreement.*

3.) Who sets the open enrollment period?

Each district according to their schedule establishes the open enrollment period.

When do enrollment forms need to be received by the SISC Flex office?

The enrollment forms for the Flex plan must be received by November 30th.

4.) What happens if someone doesn't get their form in on time?

The IRS requires that the form be completed prior to the effective date of enrollment.

5.) What happens if someone turns their form into the district office, but the form fails to reach the SISC Flex office?

Please contact the SISC Flex office to see what can be done, if anything.

6.) What if someone forgot to list their dependents on the enrollment form?

Contact the SISC Flex office for assistance.

7.) When do I cancel deductions for someone that is quitting or retiring mid-year, or mid-month (i.e. 7-5-07)?

His/her deductions continue through the end of the month in which they terminate employment. Please note: SISC Flex deductions are canceled based on the employee's employment termination date, not based on Health Benefits coverage end date.

a.) When does SISC Flex need to know?

Notify the SISC Flex office as soon as you are aware that a person has been terminated or will be terminating or retiring.

b.) How do I report that information to SISC? Is there a form?

Complete a SISC Flex Change Form.

c.) When is their last day of coverage in the SISC Flex plan?

Their last day of coverage is the end of the month in which they terminate employment.

d.) Can they be reimbursed for eligible expenses after they quit or retire?

They can submit claims for dates of service during their election coverage. They would not be reimbursed for expenses after the end of the month when coverage terminates.

They can not be reimbursed for dependent care expenses after their termination date. However, they may elect COBRA continuation coverage for their medical flexible spending account. If elected, COBRA will permit continued participation in the Flex Plan on a monthly basis until the end of the plan year, allowing eligible medical expenses to be reimbursed.

8.) How does someone change their election if they have a qualifying event?

They need to go to the District and complete a Change Form. They have 60 days from the date of qualifying event to change coverage. The only exception is when adding newborns or newly adopted children to their plan; then they only have 30 days to report the change.

a.) When does the new election start?

The new election starts at the beginning of the month following the receipt of the change form. However, coverage for newborns or newly adopted children is effective retro-active to the date of birth or date of adoption.

9.) Who is the SISC Flex contact person for districts? 1.) Kristy 2.) Carmen

10) What should be done with the enrollment forms once the enrollment period has ended?

Once your enrollment period is complete, you will need to send forms to the SISC Flex office. You will need to enter monthly contribution elections in your payroll system, so that the correct election is taken out of the payroll for the new plan year.

If you have additional questions or need further clarification, please contact the SISC Flex office at: siscflex@kern.org ; 661-636-4416.