



# My Company Plan

## Appendix to the BESTflex Plan Summary Plan Description

This document outlines all of the options included in your company's BESTflex Plan. It may include options you have chosen not to participate in. For further information about your plan, refer to your BESTflex Plan Summary Plan Description.

## My Plan

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Organization Name	Madison Metropolitan School District (770633)
Cafeteria Plan Name	Madison Metropolitan School District Flexible Benefit Plan
Plan Year	January 1 - December 31

## My Plan Eligibility

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Benefit Type	Eligibility
Dependent Care FSA	Only regular employees who work 19 plus hours per week or 50% plus contract (below) & substitute teachers & substitute educational assistants who work a minimum of 1 day per month.
Health Care FSA - Standard	Only regular employees who work 19 plus hours per week or 50% plus contract (below) & substitute teachers & substitute educational assistants who work a minimum of 1 day per month.
Insurance Premiums	Employees otherwise eligible for certain insurance coverages (listed in the My Other Pretax Benefits section) are eligible to pay for those premiums before taxes.

## My FSA Options

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You may choose to participate in and contribute to the following flexible spending account (FSA) options.

<b>Dependent Care FSA</b> (with Grace Period)	Used for daycare expenses incurred for the care of your child(ren) or other eligible dependents. You (and your spouse, if you are married) must be working, looking for work, or be a full-time student to use this account.
Minimum Plan Year Contribution:	None for this plan year
Maximum Plan Year Contribution:	\$5,000
Grace Period Details:	Your Dependent Care FSA option includes a grace period, which extends your plan year by 2 months and 15 days. This allows you to continue to incur eligible expenses for payment from your Dependent Care FSA until March 15 and submit them for reimbursement. Please refer to Dependent Care FSA Details in your BESTflex Plan Summary Plan Description (SPD) for more information.

<b>Health Care FSA - Standard (with Grace Period)</b>	Used for eligible medical, vision, and dental expenses incurred by you, your spouse, your eligible child(ren) or your eligible dependent(s).
Minimum Plan Year Contribution:	None for this plan year
Maximum Plan Year Contribution:	\$3,200
Grace Period Details:	Your Health Care FSA - Standard option includes a grace period, which extends your plan year by 2 months and 15 days. This allows you to continue to incur eligible expenses for payment from your Health Care FSA - Standard until March 15 and submit them for reimbursement. Please refer to Health Care FSA - Standard Details in your BESTflex Plan Summary Plan Description (SPD) for more information.

## Submitting FSA Claims

The Accessing Your Funds section in your BESTflex Plan Summary Description includes more information about the following.

**Submitting FSA Claims for Reimbursement Online, through the Mobile App, or on a Claim Form** You may submit claims for reimbursement online at [www.ebcflex.com](http://www.ebcflex.com), through the mobile app, or by filling out and submitting a claim form. Reimbursement is made in the order claims are received. The first claim received and processed is the first one paid from the FSA.

**Paying for Eligible Health Care Expenses with the Benefits Card** Your employer's Health Care FSA includes a Benefits Card. The Benefits Card is a prepaid debit card you can use to pay for eligible expenses with funds directly from your Health Care FSA balance.

The Benefits Card debits your Health Care FSA when you use the card at approved service providers and retailers to pay for eligible expenses. Remember to save your receipts and purchase documentation when using the Benefits Card. If your transaction cannot be automatically substantiated at the point of sale, you will be sent a Documentation Request to verify the expense is eligible for payment from your Health Care FSA.

You can only use your Benefits Card for an expense incurred in the same plan year it is paid. To be reimbursed during your runout period for prior plan year expenses, submit a claim for reimbursement online, through the mobile app, or on a claim form.

If you use your Benefits Card while you have pending claims for reimbursement that you previously submitted, your Benefits Card transaction may be processed before the pending claims. As a reminder, the first claim processed is the first one paid from the Health Care FSA.

**Runout Period** Your runout period is 3 months long and you may submit claims for eligible expenses incurred during the plan year until March 31, 2025.

**Health Care FSA Termination:**

If you end your employment, lose eligibility, or revoke your Health Care FSA mid-plan year, your FSA terminates. Your Benefits Card is not available for use after your FSA termination date; however, you have 3 months from the date your FSA terminates to submit Health Care FSA claims for eligible expenses incurred prior to your FSA termination date.

If you are eligible for and choose to elect COBRA continuation coverage on your Health Care FSA, your FSA is reactivated and you have access to your entire election as long as you remain on COBRA.

## My Other Pretax Benefits

The BESTflex Plan allows your employer to withhold certain pretax benefit contributions from your payroll before taxes, which saves you money.

**Group Insurance Premiums    Renewal Date**

Accidental Death and Dismemberment Insurance	July 1
Dental Insurance	July 1
Group Term Life Insurance (Up to \$50,000/employee only)	July 1
Medical Insurance	July 1
Teacher Emeritus Retirement Program	September 1
Vision Care	January 1

## Additional Details

**Administration Fees**                      Your employer is paying all fees for this plan.

## My Health Care FSA ERISA Information

ERISA Status	Contact Human Resources for information
Contact	Human Resources Representative
Plan Administrator	Madison Metropolitan School District
Address	545 W Dayton St  Madison , WI 53703
Telephone	(608)663-1867
Federal ID Number	39-6003202
Legal Plan Name	Madison Metropolitan School District Flexible Benefit Plan
Plan Number	501

Original Effective Date            1/1/1994  
Agent for Service of Process    Angela Tessner  
Collectively Bargained            No

Your company, Madison Metropolitan School District, has adopted the BESTflex Plan (the Plan) and has engaged Employee Benefits Corporation, P.O. Box 44347, Madison, WI, 53744 (telephone: 608 831 8445; toll free: 800 346 2126), to provide services related to the Plan. For purposes of federal law, the Employer is the Plan Sponsor and the Plan Administrator.

## Employee Benefits Corporation Contact Information

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Web Address                            [www.ebcflex.com](http://www.ebcflex.com)  
E-mail Address                        [participantservices@ebcflex.com](mailto:participantservices@ebcflex.com)  
Fax Number                             (608) 831-4790  
Mailing Address                        Employee Benefits Corporation  
    PO Box 44347  
    Madison, WI 53744-4347  
  
Phone Number                            (800) 346-2126  
    (608) 831-8445