



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Flexible Spending Account (FSA) Important Plan Information

Please review the following information in preparation for your FSA enrollment.

Upcoming FSA Plan Year: 01/01/2025-12/31/2025

Run-Out Period: You have until 03/31/2025 to submit claims for expenses incurred during the current plan year.

FSA Carryover: Your FSA plan allows you to carryover unused funds from your Health Care FSA to be spent on the next plan year. A maximum of \$640 can be carried over into the 2025 plan year.

Maximum Election Amount: Health Care FSA: \$3300
Dependent Care FSA: \$5,000

FSA Deductions:

24 Pay Periods (School Year Staff) - FSA Deductions

26 Pay Periods (Year-round Staff) - FSA Deductions

(Your plan year election will be divided by the abovementioned number.)

Reimbursement Schedule: Eligible claims received Friday by 9:00 a.m. will have reimbursements released the following Friday.

Reimbursement Method:

Mandatory Direct Deposit for manual claims.

New participants – When enrolling, please have your bank account and routing numbers available.

Debit Cards:

New participants – You will receive a debit card for your Health Care FSA. Please read the attached information to learn more about debit cards.

Current participants – Debit cards are valid for five years and reloaded yearly with your new election. *Please do not throw your cards away-cards are reloadable!*

Debit card transactions after 12/31/2024 will be deducted from your 01/01/2025 - 12/31/2025 FSA election. Your card does not allow transactions from the prior plan year.

Email Claim Notifications: Email notifications will inform you of claims received, reimbursements issued, or requests for additional information needed to process your claims. By providing your email address when you enroll, you will automatically receive these notifications.

Online Account Access: You may view account details, including balance, claims, and reimbursements, and access claim forms via the DBS website at www.dbsbenefits.com. You will need the following PIN to create an online account if you have not done so already:
MGSchools