

TO: All Cayuga-Onondaga BOCES Employees
FROM: Peter Colucci
DATE: October 30, 2017
SUBJECT: 2018 Flexible Spending Account Plan

Open Enrollment for the 2018 Flexible Spending begins on October 30, 2017 for the 2018 calendar year. The *2018 Flexible Spending Account (FSA) Enrollment Kit* can be found on the Cayuga-Onondaga BOCES website under Forms, listed under the title Flex Spending. Please fill out the Flexible Spending Account Enrollment Form completely, and return it to Brooke Jakaub in the Business Office. All Enrollment Forms must be turned in and date stamped no later than Monday, December 4, 2017. This will enable us to calculate the necessary information so that there will be no delays in payroll deductions in the new year.

You must re-enroll each year. Failure to complete this form and return it to us will result in you being inactivated.

Forms filled out inaccurately or incompletely will be returned to the claimant.

If you have any questions, please contact Brooke Jakaub in the Business Office.

IMPORTANT NOTE: IRS Guidelines are as follows:

- Medical Health Reimbursement - maximum deduction - \$2,650
- Dependent Care Reimbursement – maximum deduction - \$5,000