School District of Greenfield

Flexible Spending Account (FSA) Important Plan Information

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

Upcoming FSA Plan Year: 7/1/2023 - 6/30/2024

Run-Out Period: You have until 8/29/2023 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 in the next plan year. A maximum of \$500 can be carried over into the 2023/2024 plan year and \$610 can be carried over into the 2024/2025 plan year.

Maximum Election Amount: Health Care FSA: \$3,050

Dependent Care FSA: \$5,000

FSA Deductions: 20 Deductions – 10-Month Employees

24 Deductions - Year-Round Employees

(Your plan year election will be an automatic pre-tax deduction that will be divided

by the number shown above.)

Reimbursement Schedule: Eligible claims will be reimbursed through direct deposit on the same day as payroll

if submitted one week prior, by noon on Friday of the non-payroll week.

Reimbursement Method: Mandatory Direct Deposit New participants - Please have your bank account

and routing numbers available when enrolling.

Email Claim Notifications: Email notifications will be sent to 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

also 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: SDGreenfield

Enrollment Method: Enroll Online: See the attached online enrollment instructions.

Deadline to Enroll: 6/23/2023



Flexible Benefit Plan Online Enrollment Instructions

To enroll online you will need an A.S.A.P.® (Advanced Strategic Administration Program) account. If you already have an account please skip to the 'How to Enroll' section below.

How to Create an A.S.A.P.® Account:

- 1. Logon to the DBS website at DBSbenefits.com
- 2. Select 'User Login' located at the top right of your screen.
- 3. Select 'Create New Account' and enter the employer PIN: SDGreenfield
- 4. Enter the required account information and select 'Submit'. Your online account will be created and you may now complete the online enrollment.

How to Enroll:

- 1. Enter the **Login Name** and **Password** you created when setting up your online A.S.A.P.® account and click **'Login'**.
- 2. Select the 7/1/2023 plan year on the top of the screen and then select 'Enrollment' from the menu bar.
- 3. Complete the enrollment information as asked for on the online enrollment form.
- 4. Direct Deposit of claim reimbursements is a requirement of your plan. You will need to complete the bank account information section of the online enrollment form in order to submit your enrollment. If you are a current FSA participant, your current bank information will auto-fill on the screen. You can update banking information or proceed with the current information.
- 5. Review the 'Legal Terms' and check the box if you agree to the stated terms (required in order to enroll).
- 6. Next click on the red 'Click Here to Submit Enrollment' button. A window will pop up confirming you have successfully enrolled and providing the details of your enrollment.
- 7. You will have an option to print the enrollment form by clicking on the 'Print Your Enrollment' box.
- 8. When finished click on the 'Logout' link at the top of the page.

