



CHRISTIAN SCHOOLS
INTERNATIONAL

CSI Flexible Benefits Plan

UPDATE

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To: Participating Schools and
Participants

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Benefits Administrator

- CSI Flexible Benefits Plan and Health Savings Accounts (HSA)
- Double-check FSA Enrollment
- Over-the-Counter Drugs
- Check Your Balance Now
- Fax Claims to Speed Reimbursement
- Verify Mailing Address for Claims
- Contact Information for CSI

CSI Flexible Benefits Plan and Health Savings Accounts (HSA)

The CSI Flexible Benefits Plan (a Section 125 plan) consists of three separate accounts that operate in connection with your health insurance coverage: premium account, flexible spending account and the dependent care expense account. Participants can choose to participate in any of these accounts.

Beginning September 1, CSI will be offering two new health plans: a health savings account with a \$1,000 deductible (HSA 1) and with a \$2,500 deductible (HSA 2).

Using a Flexible Spending Account with a Health Savings Account

The IRS has recently issued additional guidance on the use of flexible spending accounts (FSA) in conjunction with health savings accounts (HSA).

If you are covered by an HSA plan, you are not permitted to have health coverage other than the health plan that is connected to the HSA. Because the IRS considers the FSA portion of a Flex plan to be health coverage, an FSA is not permitted for expenses covered by the HSA plan. This includes expenses that are covered by the HSA but may be initially applied to the deductible. You may use an FSA account for expenses not covered by the HSA such as vision and dental expenses.

For example, you visit your doctor and then go to the pharmacy to fill a prescription. The total cost of these expenses is covered by your HSA but is applied to your deductible. Even though you paid these expenses out-of-pocket, they are not eligible for reimbursement under your FSA. However, they are eligible under your HSA account.

You also visit your dentist and the expense is covered by your dental policy, not by the HSA. You may use an FSA for any portion of this expense not covered by the dental policy.

Using the Premium and Dependent Care Expense Account with an HSA Plan

The premium portion of the CSI Flexible Benefits Plan as well as the dependent care expense account can be used with or without an HSA plan.

Double-check FSA Enrollment

If you are enrolling in the flexible spending account, verify that planned expenses are eligible expenses. There is a list to assist you on page 4 of your "Guide to Basic Flex". Also verify with your health insurance company the amount of coverage for those expenses. It is better to double-check now than to forfeit your money later.

Over-the-Counter Drugs

Some over-the-counter drugs are eligible for reimbursement through the flexible benefits plan. Eligible items include aspirin, Tylenol, Advil, cold and flu medicine, pregnancy tests, allergy medication, and stop smoking gum/patches. Some items that are not eligible are band-aids, weight-loss items, deodorant, mouthwash, toothpaste, teeth bleaching/whitening products, and vitamins.

If the cash register receipt does not show the item description, a copy of the product packaging with the price tag will be needed with the receipt.

Check Your Balance Now

The end of the current plan year is August 31. Although you have until November 30 to submit claims for the current plan year, claims must be **incurred by August 31**. Now is a good time to check your account balance to avoid forfeiting your money. You can access your account online by using www.CSionline.org and selecting Employee Benefits, United States, Flexible Benefits Plan, and Links. You may also contact BASIC by phone at 800-444-1922, ext. 246.

Fax Claims to Speed Reimbursement

Fax your claims to BASIC and cut out the time your claim spends in the mail. Basic's toll-free fax number is 800-391-6562. Due to the large volume of faxed claims, BASIC will not be able to tell you immediately if your fax has arrived. Instead, you can verify delivery of your fax online by using www.DoYouHaveMyFax.com.

Using direct deposit will speed your reimbursement even more. The form to set up your direct deposit is in the "Guide to Basic Flex" you received at enrollment. You can also access the guide online by selecting Employee Benefits, United States, Flexible Benefits Plan, and Publications.

Verify Mailing Address for Claims

If you choose to mail your claim, verify that you are using the correct address. Many participants are still using the address for our prior claims administrator, EBS. EBS will not forward claims after August 31. All claims must be faxed or mailed to BASIC at 9246 Portage Industrial Drive, Portage, MI, 49024. The claim form with the address for BASIC is available online by selecting Employee Benefits, United States, Flexible Benefits Plan, and Forms.

Contact Information for CSI

If you would like to contact CSI by phone regarding the Flexible Benefits Plan, call 800-635-8288, ext. 228. You can also contact us by e-mail at sfeikema@CSionline.org.