



CHRISTIAN SCHOOLS  
INTERNATIONAL

## CSI Flexible Benefits Plan

# UPDATE

**Date:** August 29, 2008

**To:** Schools Participating in the Flexible Benefits Plan

**From:** Brian C. Meekhof  
Benefits Administrator

- Send Payroll Reports to Arcadia
- Claims Paid from Your Bank Account
- November 30 Deadline for Submitting Claims
- CSI Contact Information

As we have communicated to you previously, the CSI Flexible Benefits Plan is changing effective September 1, 2008. This Update serves as a reminder of some of those changes.

### Send Payroll Reports to Arcadia

Beginning September 1, 2008, all schools will fax or e-mail copies of payroll reports directly to Arcadia Benefits instead of to CSI. Participant payroll deductions will remain in your school account because Arcadia will process and pay claims from the account your school indicated on the enrollment materials you provided to CSI.

Arcadia Benefits Group Fax: 269-381-5844

Arcadia Benefits E-mail: [awolfe@arcadiabenefits.com](mailto:awolfe@arcadiabenefits.com)

### Claims Paid from Your Bank Account

On September 4 funds remaining in your school Flex account with CSI will be transferred by ACH to the bank account you indicated on your enrollment materials. This amount will match the total on the enclosed Employee Account Balance report. If the balance is negative, it means that CSI has paid out more in claims than your school has paid and you will not receive an ACH but will need to reimburse CSI. Arcadia will continue to process claims and will pay them from your school's bank account. A Payment Register will be sent each month to assist you in reconciling the account.

### November 30 Deadline for Submitting Claims

Remind your participants that they have until November 30, 2008, to submit claims to be paid out of the 2007/2008 plan year balance. Expenses incurred through November 15, 2008, can be submitted and paid from the 2007/2008 balance. Any funds remaining in participant accounts after November 30 will be forfeited as Federal regulations require.

Claim forms are available on the CSI web site under Member Resources, Forms, and Flexible Benefits. To request reimbursement, your participants will complete the claim form and fax it with receipts to Arcadia using the fax number at the bottom of the form.

### CSI Contact Information

If you have questions about the CSI Flexible Benefits Plan, contact Sharon by phone at 877-274-8796, ext. 228 or 616-284-3228, or by e-mail at [sfeikema@CSIONline.org](mailto:sfeikema@CSIONline.org).