

Important Information About Your SISC FLEX Dependent Care Expense Account

Dear Participant,

Since you are currently enrolled in a SISC Flex Dependent Care Expense Account program, you already know the benefits of using pre-tax funds to pay for dependent care expenses. The Dependent Care Expense Account allows participants to elect a maximum of \$5,000.00 per calendar year.

NOTE: If the employee and spouse are both participating in a Dependent Care Expense Account through their separate employers, the maximum per family is \$5,000.00.

Payments for daycare, home-care, or child-care of a dependent child under age 13, a disabled child of any age, a disabled spouse or disabled dependent parent can be made on a pre-tax basis through this account. Private school does not qualify but private pre-school for grades below kindergarten will qualify if the care allows the parent to work.

The daycare, home-care, or child-care expenses must be incurred for the care of a dependent to enable the participant and spouse, if applicable, to be gainfully employed.

The expenses cannot be paid or payable to any of your children who are under age 19; nor to anyone the employee (or employee's spouse) could claim as a tax deduction; nor any parent of the under age 13 child.

To receive reimbursement for a dependent care expense you must receive eligible services during the plan year. A claim for these expenses must be filed with the SISC Flex office. Complete a SISC Flex claim form and submit an itemized billing or have your provider certify the information on the appropriate space on the claim form.

Dependent care claim forms are usually submitted monthly and will be reimbursed once the following items are received:

- 1) A completed claim form with supporting documentation;
- 2) The services for daycare have to be incurred before reimbursement; and
- 3) The monthly deduction from your check must be received prior to reimbursement.

Expenses for all claims must be incurred during the current plan year. Eligible dependent care claims may be submitted by the run-out period (90 days) following the end of the plan year.

Additional information is available on our website at <http://sisc.kern.org/flex>. If you need to contact us, you may call (800)972-1727 ext. 4416 or (661)636-4416. You may also send a secure e-mail to siscflex@kern.org via the Kern County Superintendent of Schools website at <https://filetransfer.kern.org>.

Sincerely,
SISC Flex Administrator