

# SISC FLEX

MARCH 2016

## Newsletter

STRETCHING YOUR DOLLARS BY PAYING FOR MEDICAL AND DEPENDENT CARE EXPENSES WITH PRE-TAX MONEY

### Reminder for the 2016 Year



Your personal account information may be viewed on our secure website: <https://sisc.kern.org/flex/>

Please review the Frequently Asked Questions document. It has helpful information regarding the SISC Flex plan.

<https://sisc.kern.org/flex/employee-information/>

Supporting documentation must accompany all claim forms. **Please refer to the bottom of the SISC Flex claim form for details about the type of information required.** Claim forms with supporting documentation may be mailed, faxed, or e-mailed by secure e-mail using the following website:

<https://filetransfer.kern.org/>

A copy of the Explanation of Benefits (EOB) is acceptable and the preferred supporting documentation. (Both primary and secondary EOB's if applicable.) Supporting documents, such as an EOB may be obtained by visiting the appropriate health plan website (e.g. Anthem Blue Cross, Blue Shield, Delta Dental, VSP, etc.). For more information go to:

<https://sisc.kern.org/flex/employee-information/>

Claim forms may be viewed and downloaded at:

<https://sisc.kern.org/flex/forms/>

A comprehensive listing of 2016 eligible expenses, including over-the-counter (OTC) items, are available on our website at:

<https://sisc.kern.org/wp-content/uploads/sites/19/2011/12/Eligible-Expenses-Eff2016.pdf>

### Changes to Participant Elections

The IRS does not allow changes to participant elections (funds elected or dependents enrolled), unless there has been a qualifying change of status event. Examples of qualifying events are provided below.

- 1) Change in marital status
- 2) Change in number of qualifying dependents
- 3) Change in employment status
- 4) Change in dependent care provider or rates (for DC plan only)

Expenses may only be submitted for the time you're enrolled in the plan. Mid-year changes (such as termination or retirement) may affect the eligible claims reimbursement. For complete information regarding qualifying events, contact your employer, the SISC Flex office, or refer to the SISC Flex plan document. Change forms must be received, processed and approved by the SISC Flex office before the change becomes effective.

### SISC Flex Card Information

2015 expenses should **not** be charged on your SISC Flex card in 2016. The service date for medical, dental, or vision expenses is the date that services are rendered, not the date the expense was paid. If the card is used to pay for ineligible expenses your card may be suspended.

You may receive a letter each time your SISC Flex card is used. The letter is simply a reminder to forward required

documentation in order to substantiate the expense (per IRS rules). If the documentation is not received by the SISC Flex office within 60 days, you will receive a second notice and card privileges will be suspended until resolved. After the third suspension of the year, your card privileges may be suspended for current and future plan years. Manual claims would then need to be submitted until unresolved card transactions have been cleared.

If you have questions, please visit SISC Flex website at: <https://sisc.kern.org/flex/> or contact the SISC Flex office at: (661) 636-4416 or (800) 972-1727 ext. 4416.

You may also send a secure e-mail with attachment to [siscflex@kern.org](mailto:siscflex@kern.org) via the Kern County Superintendent of Schools website at: <https://filetransfer.kern.org>

