



## HUMAN RESOURCES

# Inter-departmental Memo

**To:** All NCC Employees

**Date:** November 3, 2014

**Re:** *The Flexible Spending Benefits Plan - Open Enrollment Period*

**Who:** All NCC Employees including Adjuncts and part time staff who will be receiving at least 12 paychecks within the calendar year.

**What:** The Flex Benefits Plan is administered by Aetna and allows you to pay for eligible health care and dependent care expenses on a pre-tax basis. **The maximum contribution for this plan in 2015 is \$2,550 for Health Care; and \$5,000 for Dependent Care if filing joint federal income tax return and \$2,500 for Dependent Care if married and filing separate federal income tax returns.** Note: For a child to qualify for Dependent Care, he/she must be a tax dependent of yours who is under age 13 when the dependent care services are rendered. The minimum contribution is \$500 combined for both plans.

The County will be participating in the Grace Period Option as it relates to unused funds in your Flexible Spending Account (FSA) health account. This means that you will have until **March 15, 2016** to incur qualified expenses that can be reimbursed from any unused contributions made in **2015**; and until **March 31, 2016 to submit your claims**. Please be advised that any unused amount remaining in your 2014 health FSA as of March 15, 2015 or as of the date your employment terminates will be forfeited. Therefore, please carefully consider the amount you want to contribute to your FSA accounts.

**When:** **Monday November 3, 2014 - Friday November 21, 2014**

**Where:** **Enrollment forms are available in the Office of Human Resources, Tower 7<sup>th</sup> floor**

**Contact:** **Nardos.Hamilton@ncc.edu; 516-572-7759 Ext. 24540**