

# Hillsboro School District

## Flexible Spending Account (FSA) Important Plan Information

Please review the following information in preparation for your FSA enrollment!

<b>Upcoming FSA Plan Year:</b>	10/01/2023 – 09/30/2024
	There is a \$4.45 monthly fee associated with this FSA provider – District will payroll deduct this fee.
<b>Run-Out Period:</b>	You have until 12/31/2024 to <b>submit</b> claims for expenses <b>incurred</b> during the <b>2023/2024</b> plan year.
<b>FSA Carryover:</b>	Your FSA plan allows you to carryover unused funds from your Health Care FSA to be spent in the next plan year. A maximum of \$610 can be carried over into the 2024/2025 plan year.
<b>Maximum Election Amount:</b>	Health Care FSA: \$3,050 Dependent Care FSA: \$5,000  (Note: Group insurance premiums are deducted pre-tax automatically. Contact your employer's benefits representative if you have questions.)
<b>FSA Deductions:</b>	12 FSA Deductions  (Your plan year election will be divided by the number shown above.)
<b>Reimbursement Schedule:</b>	Eligible claims received Friday by 9:00 a.m. will have reimbursements released the following Friday.
<b>Reimbursement Method:</b>	<b>Mandatory</b> Direct Deposit Please have your bank account and routing numbers available when enrolling.
<b>Debit Cards:</b>	You will receive a debit card for your Health Care FSA. Please read the attached information to learn more about debit cards.  Debit cards are valid for 5 years and reloaded each year with your new election. <b>Do not throw your cards away!</b>  Debit card transactions after 09/30/2024 will be deducted from your 10/01/2024 – 09/30/2025 FSA election. Your card does not allow for transactions from the prior plan year.
<b>Email Claim Notifications:</b>	Email notifications will be sent to inform you of claims received, reimbursements issued or requests for additional information needed to process your claims. By providing your email address when you enroll, you will automatically receive these notifications.
<b>Online Account Access:</b>	You may view account details including balance, claims and reimbursements and also access claim forms via the DBS website at <a href="http://www.dbsbenefits.com">www.dbsbenefits.com</a> .  You will need the following PIN to create an online account: <b>HILLSBOROSD</b>
<b>Enrollment Method:</b>	Online See the attached online enrollment instructions.
<b>Deadline to Enroll:</b>	<b>09/29/2023</b>



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## Flexible Benefit Plan Online Enrollment Instructions

To enroll online you will need an A.S.A.P.<sup>®</sup> (Advanced Strategic Administration Program) account. If you already have an account please skip to the '[How to Enroll](#)' section below.

### How to Create an A.S.A.P.<sup>®</sup> Account:

1. Logon to the DBS website at [DBSbenefits.com](https://DBSbenefits.com)
2. Select '**User Login**' located at the top right of your screen.
3. Select '**Create New Account**' and enter the employer PIN: **HILLSBOROSD**
4. Enter the required account information and select 'Submit'. Your online account will be created and you may now complete the online enrollment.

### How to Enroll:

1. Enter the **Login Name** and **Password** you created when setting up your online A.S.A.P.<sup>®</sup> account and click '**Login**'.
2. Select the **10/01/2023** plan year on the top of the screen and then select '**Enrollment**' from the menu bar.
3. Complete the enrollment information as asked for on the online enrollment form.
4. Direct Deposit of claim reimbursements is a requirement of your plan. You will need to complete the bank account information section of the online enrollment form in order to submit your enrollment. If you are a current FSA participant, your current bank information will auto-fill on the screen. You can update banking information or proceed with the current information.
5. Review the '**Legal Terms**' and check the box if you agree to the stated terms (required in order to enroll).
6. Next click on the red '**Click Here to Submit Enrollment**' button. A window will pop up confirming you have successfully enrolled and providing the details of your enrollment.
7. You will have an option to print the enrollment form by clicking on the '**Print Your Enrollment**' box.
8. When finished click on the '**Logout**' link at the top of the page.

