

**Santa Rosa County  
School District**



*"A Tradition of Excellence"*

**Karen Retherford**  
Human Resource Services Manager

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December 4, 2013

To: Superintendent and School Board Members

RE: Renewal of Flexible Spending Account Third Party Administrator Agreement

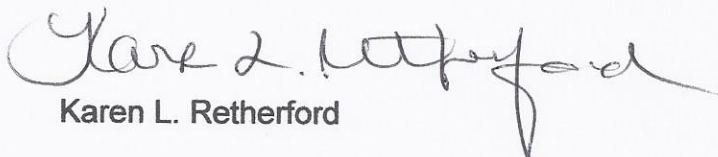
Total Administrative Services Corporation (TASC) has been the third party administrator for our medical and dependent care flexible spending accounts (FSA) since January 1, 2011. The per person per month member (PPPM) fee has been \$4.75 since that time. The PPPM fee includes a debit card for each person enrolled in a FSA and administration of reimbursements in accordance with IRS guidelines.

We recently received notification from TASC that our PPPM fee for 2014 is increasing from \$4.75 to \$4.95 which is a 4.2% increase over 2013 PPPM fees. We had 141 employees who recently enrolled in a FSA for 2014 for a projected annual cost of \$8,375.40. In 2013 we have 130 employees enrolled for an annual cost of \$7,410.00. The total annual increase from 2013 to 2014 is \$965.40.

I would like to request approval for renewal of our FSA third party administrator agreement with TASC for 2014 at the new PPPM fee of \$4.95 per member.

If you have any questions, please let me know.

Sincerely,

  
Karen L. Retherford



Contact Email Address: [Retherfordk@mail.santarosa.k12.fl.us](mailto:Retherfordk@mail.santarosa.k12.fl.us)

Dear Karen Retherford,

**EXCITING NEWS!** Now is the time to renew your FlexSystem Plan for the year ahead. The easy steps below will guide you through the renewal process.

**1. Review Contact and Account Information**

- Review your contact and account information at the top of this message.
- To change your contact information, log in to MyTASC at [www.tasconline.com](http://www.tasconline.com) and select the **Profile** menu option.

**2. Access Employer and Employee Material**

- Go to the [FlexSystem Renewal Resource](#) to access renewal materials and instructions.
- **Employer Renewal Kit:** Download important employer materials including the detailed Employer Enrollment Guide with step-by-step instructions for renewing your Plan.
- **Employee Renewal Kit with Exclusive MyCash:** Select this link to download the materials (in PDF format) for employers who exclusively offer MyCash (no card use for benefits). This kit includes enrollment and educational materials for your eligible employees.
- **Employee Renewal Kit with MyBenefits and MyCash:** Select this link to download the materials (in PDF format) for employers offering MyBenefits and MyCash (card is used for benefits and MyCash). This kit includes enrollment and educational materials for your eligible employees.
- **HSA Renewal Materials:** In addition to the Employee and Employer Renewal Materials, employers offering a **Health Savings Account (HSA)** will need the additional HSA-specific renewal materials available at the FlexSystem Renewal Resource. You must choose from two HSA Renewal Kits; be sure to select the kit that's appropriate for your Plan.
  - **HSA Renewal Kit A:** For HSAs using BMO Harris Bank or if your employees select their own HSA Bank.
  - **HSA Renewal Kit B:** If your HSA Bank is Healthcare Bank, select HSA Renewal Kit B. (Complete and return the **HSA Plan Renewal Data Request Form** in this Kit as soon as possible.) This information is required to set up your new HSA Plan Year before enrollment can begin.
- **Renewal Training Webinar:** TASC also provides online training Webinars to assist with your upcoming renewal and to educate you on what's new with your Plan. This live demonstration provides an opportunity to learn the



renewal process using MyTASC and ask specific questions! To sign up for a Webinar, please [click here](#).

### 3. Education and Enrollment

- **Educate your Employees:** Distribute the applicable education materials from the FlexSystem Renewal Resource link to your eligible employees prior to enrollment, either by email or printed materials. This will educate your employees about the benefits of a Flexible Spending Account and guide them through the FlexSystem enrollment process.
- **Online Option:** The easiest way to renew is to direct your employees to [www.tasconline.com](http://www.tasconline.com) to make their enrollment selection online.
- **No Online Option:** If you have employees who cannot enroll online, print their customized Enrollment Forms available at your account online. Once the employee returns the completed Form to you, simply go online and enroll your employees. Refer to the detailed instructions in the Employer Enrollment Guide (included in the renewal download).

**\$2,500 Medical FSA Cap:** Beginning in January 2013, employee salary reductions to a medical Flexible Spending Account (FSA) were capped at \$2,500 per Plan Year, per employee, as set forth by the Patient Protection & Affordable Care Act (PPACA).

At TASC we continue to make significant investments in our infrastructure, systems, and team to provide more efficient service to you. We are committed to continual improvement and enhancement of technology and service offerings. We offer ongoing support, annual review of Plan compliance, and systematic updating of Plan documents. And unlike other administrators, we don't nickel and dime you for these services. Instead, the innovative and reliable performance of these service offerings increases average participation in TASC Plans by 10 percent. This increases your savings roughly \$100 a year, per Participant!

### TASC Innovations

TASC continues to invest in FlexSystem. Ongoing enhancements increase ease, efficiency, and customer satisfaction. Some of the more recent innovations at TASC include the following:

- The TASC Card with the exclusive MyCash Account: allows ultimate flexibility with your account.
- Our exclusive MyCash Manager: gives Participants complete control over their funds.
- Texting and emailing account balance on demand.
- Our Mobile App: use a smartphone to submit a Request for Reimbursement 24/7!
- And more!

There are costs associated with providing superior service offerings and continual enhancements. We have enacted nominal Consumer Price Index (CPI) increases yearly and market adjustments every three years. It's been nearly five years since our last market adjustment. Here are your 2014 fees:

Client TASC ID	Client Name	PPPM Fee	Billing Frequency	Annual Renewal Fee
4802-2274-9459	Santa Rosa County School Board	\$4.95	Quarterly	\$0.00

Want to stay informed about the changes and enhancements going on at TASC and with your FlexSystem Plan? Just visit our Client news website – the [TASC Tracker](#). We post all of the news about changes, enhancements, and other important items related to your Plan there, so visit the site and [subscribe](#) to receive convenient email updates.

Thank you for your continued business! We're committed to providing you with the top-notch service you have come to expect from TASC. If you have any questions regarding our service offerings, please contact Customer Care at 1-800-422-4661 for assistance, or submit a MyService Request online at [www.tasconline.com](http://www.tasconline.com).

Sincerely,  
TASC Customer Care

**Total Administrative Services Corporation (TASC)**  
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Madison, WI 53704-3140  
[www.tasconline.com](http://www.tasconline.com)



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