A. The District offers a Section 125 Flexible Benefits Program. This program allows participants to pay certain eligible expenses with “pre-tax” dollars, with a potential savings in income taxes.

1. The flexible benefits program is a way of saving tax dollars and reducing taxable income in three different areas:
   
i. Premium Savings: Medical and dental insurance premiums that the employee pays to Columbia Public Schools will be paid pre-tax. This pre-tax deduction can be stopped only if the employee has a qualifying event such as death, divorce, or new group coverage becomes effective. The employee has the option to sign a waiver of the pre-tax deduction upon insurance enrollment, and annually thereafter during open enrollment.
   
   ii. Traditional Flex Unreimbursed Medical: For Basic Plan Participants or for part-time employees not enrolled in either medical plan: A pre-tax amount may be payroll deducted to cover expenses not covered by medical and dental insurance. The maximum amount that can be deducted in the calendar year is $2,500.

   1. At the end of the calendar year, money remaining in the account (unused money) is forfeited.
   2. Upon employment termination, money remaining in the account (unused money) is forfeited.

   iii. Limited Unreimbursed Dental/Vision – for Plus Plan Participants: A pre-tax amount may be payroll deducted to cover Dental or Vision care. No medical reimbursements are allowed. The maximum amount that can be deducted in the calendar year is $2,500. Unused monies are forfeited if not used by the end of the calendar year or upon employment ending.

   iv. Dependent Care Expense: A pre-tax amount may be payroll deducted to cover dependent care expenses. The maximum amount that can be deducted is $5,000 for married persons filing jointly and $2,500 for persons filing individually.

B. The flexible benefits program is administered by ASI. (See Appendix B.) For reimbursement of dependent care assistance expenses or unreimbursed medical benefits, the ASI CLAIM FORM must be completed (see sample). This form is available on the Employee Benefits website.

C. Enrollment:

1. New employees must enroll within 31 days of hire.
2. Active employees make new elections annually in November during open enrollment.

D. Assistance and information on flexible benefits is available by contacting the District’s Employee Benefits office at: (573) 214-3710.