



MEMORANDUM

TO: All Eligible Full-Time Employees

FROM: H. Naomi Poole, Human Resources Director, Human Resources Department

DATE: November 20, 2023

RE: **2024 ASI Flexible Spending Open Enrollment**

Open Enrollment for Health and Dependent Care Flexible Spending will occur **November 20 to December 11th, 2023**, for the plan year beginning January 1, 2024.

For those employees who are currently enrolled, please note that you MUST enroll online each calendar year. If you do not enroll during open enrollment, your current contributions will not continue into 2024.

What is a Flexible Spending Account?

A Flexible Spending Account (FSA) is a tax-free account that allows you to pay for essential health care expenses that are not covered, or are partially covered, by your medical, dental, and vision insurance plans; or to pay for child/dependent care expenses. By contributing a portion of your paycheck into an FSA on a pre-tax basis, you can save from 25% - 40% on the cost of eligible expenses you are already incurring. You save money to pay for your out-of-pocket health care expenses, including prescription drug costs, medical, dental, vision and hearing expenses, and/or your child or dependent care expenses, including day care, babysitting, in-home care for older dependents and before and after school care expenses.

When you enroll in an FSA plan, you decide how much to contribute to the account for the entire plan year. The money is deducted from your paycheck, pre-tax (before Federal and State incomes taxes and FICA taxes are deducted) in equal amounts over the course of the plan year (26 pay checks). After you incur expenses that qualify for reimbursement, you submit a claim (reimbursement requests) to ASIFlex to request tax-free withdraws from your FSA to reimburse yourself for these expenses. A debit card is also available. When you enroll in a FSA, you will have a grace period of approximately 2 ½ months following the end of the plan year in which you can incur and submit expenses.

Using the FSA to pay for expenses will reduce your out-of-pocket costs significantly. Your personal tax rate may vary, and your savings will vary according to your net tax rate. Use the Savings Calculator found at www.asiflex.com to estimate your savings. Additional information, please visit ASI's website at www.asiflex.com.

For the plan year beginning January 1, 2024, the maximum you can contribute to a Healthcare Flexible Spending Account (FSA) will be the maximum allowed by the IRS, which is \$2,750.

For the plan year beginning January 1, 2024, the maximum you can contribute to a Dependent Care Flexible Spending account (DCFSA) \$5,000 or \$2,500 if married and filing separate tax return.

Attached you will find additional information regarding flexible spending including an enrollment form that needs to be completed and returned to HR, and online enrollment instructions. You must enroll both ways. Please contact Human Resources if you have any questions regarding Healthcare and Dependent Care Flexible Spending.

Online enrollment instructions are also attached.

**ONLINE ENROLLMENT MUST BE COMPLETED BY 11:59 PM
ON MONDAY, DECEMBER 11, 2023**



City of Dover
Pre-Tax Flexible Spending Accounts 2024
How to Enroll or Re-Enroll Online

November 20, 2023 – December 11, 2023

If you are a current participant, you may re-enroll under Account Detail:

- a. Go to asiflex.com and click on the "Account Detail" tab.
- b. Once you are on the Main Menu, simply click on the green "Open Enrollment" button under the "Participant Services" section of the webpage.
- c. See Making Elections (Below)

If you are not a current participant:

- a. Go to <https://enroll.asiflex.com>
- b. Enter your employer code: **CODOVER** and click "*Continue*".
- c. Enter your social security and click "*Continue*".
- d. Enter the first three letters of your last name and then the initial of your first name. You may be prompted to enter your full first name, last name or ID for verification purposes. Click "*Continue*".

Making Elections

1. Health Care Flexible Spending Account - If you wish to participate in this account, check the box. You may then enter either the amount of your per pay period or annual election and hit "**Calculate**". Once you are satisfied with your election, click "**Continue**" to go to the next page. If you do not wish to participate in the HCFSAs, simply click "**Continue**" to go to the next page.
2. Dependent Care Flexible Spending Account - If you wish to participate in this account, check the box. You may then enter the amount of your per pay period or annual election and hit "**Calculate**". Once you are satisfied with your election, click "**Continue**" to go to the next page. If you do not wish to participate in the DCFSAs, simply click "**Continue**" to go to the next page.
3. Reimbursement - To have your reimbursements deposited to a bank account, complete the bank routing number, account number and type of account. You may also sign up for text alerts by providing your mobile phone number and wireless carrier information. To sign up for email alerts, enter and confirm your email address. Click "*Continue*".
4. Debit Card - Choose Yes or No to indicate if you wish to receive a debit card. Click "*Continue*". If you are a current debit card holder, you must choose yes if you would like your card to be funded for the new plan year.
5. Debit Card Application for Health Care FSA - Complete the application, and click "*Continue*".
6. Final Review - Review and confirm your elections. Click "**Confirm**" to complete your enrollment, or click "**Go Back**" to change your enrollment.
7. Your Elections Have Been Recorded - The final screen will display your confirmation number and election. **Print or save this screen for your records.**

Note: If you need to make a change after exiting this web site and before open enrollment closes, simply login and enroll again using this procedure. The last on-line enrollment submitted is the one saved for your 2024 participation.

All online enrollments must be completed by 11:59 p.m. ET on December 11, 2023.
Call ASIFlex at (800) 659-3035 if you need assistance with enrollment or have plan questions.