Once Annual Opportunity to Enroll in the 2018 Health Care Spending Account & Dependent Care Assistance Program
Open Enrollment
April 4 – May 2, 2018

Health Care Spending Account (HCSA)
HCSA allows you to pay for $250 - $2,650 of eligible health care expenses on a pre-tax basis. Eligible expenses include:
- Physician office and prescription drug co-payments & deductibles
- Eyeglasses and contact lenses not covered by your health or vision insurance
- Orthodontia and dental expenses not covered by your dental insurance
- Use the “Useful Links” menu item at www.asiflex.com/gic for a more detailed list of eligible expenses

Dependent Care Assistance Program (DCAP)
DCAP allows you to pay for $1 - $5,000 of qualified dependent care expenses on a pre-tax basis. Eligible expenses may only be incurred for dependents under 13 years of age and physically/mentally handicapped adults living in your household and include:
- Day care & Adult day care
- Day camp
- After school programs
- Nursery school

Enrollment Information: Current participants must re-enroll each year to continue participating.

Current participants are encouraged to re-enroll on-line at www.asiflex.com/gic via the “GIC FSAs Re-Enrollment” menu item. If you re-enroll on-line, you MUST submit your printed and signed enrollment confirmation to Human Resources* for receipt by 5pm on May 2, 2018 to establish coverage effective July 1, 2018.

New participants must submit a completed FSA enrollment form to Human Resources* for receipt by 5pm on May 2, 2018.

Extended period to incur expenses and submit expenses for reimbursement:

<table>
<thead>
<tr>
<th>Plan Year</th>
<th>Expenses incurred between:</th>
<th>Claims must be received by ASI Flex no later than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2017 – June 30, 2018</td>
<td>July 1, 2017 - September 15, 2018</td>
<td>October 15, 2018</td>
</tr>
<tr>
<td>July 1, 2018 – June 30, 2019</td>
<td>July 1, 2018 - September 15, 2019</td>
<td>October 15, 2019</td>
</tr>
</tbody>
</table>

Funds not spent by September 15 for the prior plan year are forfeited – please calculate your enrollment amount carefully as you may not change that mid-year without a qualifying change in status. ASIFlex provides a planning worksheet at www.asiflex.com/gic under Useful Links

Monthly fee for HCSA & DCAP: The pre-tax participation fee for one or both plans is $2.50, payroll deducted once per month.

2 Free Debit Cards: HCSA participants receive two debit cards, enabling you to pay eligible expenses directly rather than submitting a claim for reimbursement. You must still retain receipts in case ASIFlex requires a copy or in case of audit by the IRS. You may purchase two additional cards at $5.00 per set. Debit cards cannot be used for DCAP expenses. If you have unexpired debit cards from a prior plan year and you re-enroll, no new debit cards will be issued, rather your new enrollment amount will be made accessible via the existing debit cards.

Questions about HCSA or DCAP? GIC FSA Handbook on-line at www.mass.gov/gic/forms

Via telephone: Human Resources (545-6115, 545-1478) or ASIFlex 1-800-659-3035.
In Person: H.R. Employee Service Center, Whitmore Admin. Bldg. Room 325, M-F, 8:30am-5:00pm, (closed from 8:45am - 10:45am on the third Wednesday of each month)

Completed enrollments & on-line confirmations must be received in
*Human Resources, 325 Whitmore Administration Building
No later than 5:00pm on Wednesday, May 2, 2018
WE HAVE BEEN ADVISED THAT LATE ENROLLMENT FORMS WILL NOT BE ACCEPTED