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Date: November 1, 2015

To: Dutchess BOCES Employees

From: Norah Merritt

Subject: Flexible Spending Plan Enrollment for 2016 Calendar Year

Enclosed find information about Dutchess BOCES *Flexible Spending Plan*. This plan offered by WageWorks, gives you the option to use pre-tax dollars to pay for dependent day care and certain unreimbursed medical expenses. The enrollment period for the *Flexible Spending Plan* for the 2016 Calendar Year will be November 3rd through November 27th, 2015.

The Flexible Spending Plan consists of two options:

1. Flexible Spending Plan for Dependent Day Care
2. Flexible Spending Plan for eligible unreimbursed Medical and Dental expenses

Read the enclosed materials carefully in order to make the appropriate choice for you and your dependents. You may wish to consult your accountant regarding tax considerations before completing the Flexible Spending Plan Enrollment Form. **Be sure to send completed forms to the Human Resources Department.**

It is important to remember that you will need to complete an Enrollment Form each November to take advantage of this benefit for the following year. There will be 20 payroll deductions during the plan year; deductions will not be made during the months of July and August.

Should you have any questions regarding the *Flexible Spending Plan*, I can be reached at 845-486-4800 x 2278.

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