

OBERLIN COLLEGE

Flex Plan Highlight Sheet

This Plan Highlight Sheet provides a quick reference to some of the most common information regarding your Flexible Spending Account(s). This information is also referenced throughout the Enrollment Handout provided to you during open enrollment and within the claim kit materials you will be receiving.

If you have any questions or need further assistance, please contact a member of the VFGPS, Inc. customer service team at 1-877-289-0448.

Plan Year:	January 1 st to December 31 st
Eligibility Guidelines:	All Employees of the College who are eligible for coverage under the Oberlin College Health Plan for Faculty and Staff (the "Medical Plan"), whether or not you elect to participate in the Medical Plan, are eligible to participate in the Flexible Spending Account
Plan Minimums/Maximums:	<p>Medical Flexible Spending: \$5,000 Annually</p> <p>Dependent Care Flexible Spending:</p> <ul style="list-style-type: none"> • File taxes as married filing separate: \$2,500 Annually • File taxes as a single person or married filing jointly: \$5,000 Annually
Reimbursement Options:	Debit Card, Check or Direct Deposit
Reimbursement Schedule for Check or Direct Deposit:	Weekly as of Friday
Claim Filing Deadline for Terminated Employees:	<p>Medical Flexible Spending: If you terminate your employment, you will have until April 30th of the following year to submit a claim form to be reimbursed for eligible expenses incurred prior to your termination date</p> <p>Dependent Flexible Spending: If you terminate your employment, you will have until March 31st of the following year to submit a claim form to be reimbursed for eligible expenses incurred prior to your termination date</p>
Claim Filing Deadline at the End of the Plan Year:	<p>Medical Flexible Spending: A Grace Period of 2 ½ months (until March 15th) is offered, during which additional eligible expenses may be reimbursed from remaining balances you have from the previous plan year. Claims must be postmarked or received by fax no later than April 30th.</p> <p>Dependent Flexible Spending: No Grace Period exists. You will have until March 31st to submit Dependent Care claims incurred during the previous plan year.</p>
Website and log on information:	<p>www.vfgps.com</p> <p>User Name: oberlin Password: oberlin</p> <p>To check your personal account information, follow the link above to Oberlin College's web location and then click on the link to "Flexible Spending Account" on the left side of the screen. From there you may follow the link to "check your personal account information" appearing in green at the top of the page. Input your Social Security number, including dashes, as your user name (e.g., 123-22-3456) and your first name with an initial capital as your password (e.g., John). Click on "My Account" and the plan type you would like to review.</p>
Claim Submission:	<p>Mail: VFGPS, Inc. 6200 Rockside Road, Suite 100 P O Box 318082 Cleveland, OH 44131-8082</p> <p>Fax: 1-216-642-4863</p> <p>Email: Visit www.vfgps.com for more information</p>
Customer Service:	<p>Phone: 1-877-289-0448</p> <p>Email: csflex@vanfin.com</p>

NOTE:

For any Over the Counter (OTC) Expenses, a copy of the original receipt must be submitted for reimbursement. The receipt must include the vendor/merchant name, date of purchase, product name and the amount paid for an item.

SAVE ALL RECEIPTS