



# Spring 2017 Benefits Newsletter

## Self-Enrollment is Coming to Galena Park ISD

This year Employee Benefits Open Enrollment will be performed online by all employees; we will not be holding enrollment as we have done in the past.

All employees will self enroll on-line. The GPISD Benefits Office will be announcing training available to assist you with your self-enrollment. The trainings will be posted to the Conferences and on your campus, and will include training sessions in Spanish.

Anyone who will be adding new dependents to any plan must see a Benefit Specialist in person, and provide the necessary dependent documentation (marriage certificate, birth certificate, foster parent paperwork, custodial papers, SS card) in order to add the dependent to any plan.

Please watch for more information on Self Enrollment.

## Important Flexible Spending Account Information

Each year a number of GPISD employees who have opened a Flexible Spending Account do not spend all of the money they have saved in their account. A Flexible Spending Account, also known as a “Flex Account” or “FSA”, is a “USE-IT-or-LOSE-IT” account.

FSA money can be used to pay for any qualified medical expense, this includes dental work, vision care, eye glasses, contacts, hearing aids, lab work, co-pays, medications, diabetic supplies and many more over the counter items.

For a list of some of the over the counter items eligible to use with your FSA funds, go to First Financials FSA information page at the following link:

<http://www.ffga.com/for-individuals/services-investments/services/flexible-spending-accounts/eligible-expenses.aspx>

This year when completing Open Enrollment, take some time to determine if this is the right account for you and if you will use all of the money you save in the account in order to avoid forfeiting your money.

If you currently have a Flex Account, you can always check your balance by calling 1-866-853-3539 (this number is also listed on the back of your Flex card) or you can set up an account on [www.ffga.com](http://www.ffga.com) and access your Flex Account through that website.

Remember to check your balance regularly, and you know how much you may have to use before the deadline. Don't forget, Flex Accounts are “Use-it-or-Lose it” accounts!

## HEALTH SAVINGS ACCOUNT (H.S.A)

Don't forget your H.S.A. If you did not have enough funds in your account to pay for medical services during the Fall of '2016, you may now. You can submit for a reimbursement from your own account for eligible expenses. To access reimbursement forms visit [www.afhsa.com](http://www.afhsa.com) and go to the tab "For Individuals", then select "Forms and Information" - "H.S.A Distribution Form".

**Note:** FFGA charges a \$10 fee, payable from your H.S.A. fund for each manual reimbursement request.



### Important Information if you are Retiring or Resigning at the end of the School Year.

If you are enrolled in the health, dental or vision plans, your coverage will be extended to midnight on August 31, 2017, **UNLESS** we are notified that you wish to cancel your coverage effective the end of the month in which you retire/resign.

If you would like your health coverage to continue to midnight August 31, 2017, Employee Benefits will deduct a **lump sum payment from your last paycheck** which will cover the premiums normally due through August 31, 2017.

If you are enrolled in either the medical Flexible Spending Account or the Dependent Care Account, all money due to the District benefit plan will be deducted from your last paycheck. **This is not optional** even if you determine you do not want your benefits to extend to August 31, 2017. Keep in mind your Flexible Spending Account debit card will remain active for use until midnight on August 31, 2017.

Individuals who are enrolled in the HSA, and all other benefits not listed above will have those benefits terminated effective on the last day of the month in which you retire/resign



1-800-835-2362

**Do you have an idea for a wellness event?**  
**Call or email Colleen Martin at x1507 today!**

### Looking for a place to exercise?

Zotz has opened a fitness center with funds through a grant from WalMart.

Hours of Operation are M-F, 7am to 6pm.

You can access the fitness center by going through the Zotz Cafeteria Parking Lot by the softball field.

The Center is located in the portable building.

Also being offered is "Line Dance" exercise, led by Ms. Ana Landa. Classes are Monday and Wednesday from 4:15pm to 4:45pm.

