

La Sierra University

Open Enrollment for Flex Spending

Plan Year 01/01/20 – 12/31/20

The Top of the Enrollment Form must be completed in its entirety. [DEADLINE for Turning in your Form to Payroll is DECEMBER 6th](#). [Please Print Clearly](#)

Your Annual Election should be divided by 26 (the number of pays in the year) to determine your per-pay deduction. YOU must fill in both the Annual Election and Per Pay Deduction amount; we cannot change or correct money amounts on your form.

The Max Annual Election Amounts are:

URM (Healthcare Account)	\$1500
DDC (Dependent Daycare)	\$5000

If you are re-enrolling, remember, your Card is reloadable for 3 years. New enrollees will be issued a TakeCare card from WageWorks. This works just like a debit card; you swipe the card just like a debit card to pay for your eligible out-of-pocket expenses. You can request a card for your spouse on the WageWorks website (below); only you can request an additional card.

There is a [90-day Run-off Period](#). This means you have 90 days after the plan year ends to file your claims (**March 30th – there are never any exceptions**).

The account has a [\\$500 Rollover](#). For URM, funds up to \$500 not spent will be automatically rolled over to the next plan year. This \$500 can be added to any new election you might make for the new Plan Year. The Rollover amount remains in your account until you spend it. Your Annual Election DOES NOT roll over. If you DO NOT complete a new Enrollment Form for the new Plan Year, your deductions will stop and you will not be enrolled (you will only have your rollover amount, if applicable). If you do not sign up for the new plan year and have a rollover, you will need to file a paper claim, as your Debit Card will be closed.

You cannot change or stop your deductions unless you have a Change in Status event that would allow you to make a change.

If you are a new enrollee, you should log in to www.takecarewageworks.com, click on Employee, and set yourself up with a login and password to have access to your account on line. You will be able to see everything going on in your account. This is where you would request an additional card. Information regarding the Flexing Spending Plan can also be found on this site. Lots of good information.

If your card is Lost or Stolen, YOU must report it and request a new one at 866-679-7649.