



## **PAYMENT OF ADMINISTRATIVE FEES FOR MedFSA and DCAP (BEN-P021)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for reconciling and making payment for MedFSA and DCAP Administrative Fees.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Lead Benefits Representative

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Human Resource Officer

### **4.0 DEFINITIONS:**

- 4.1 MedFSA: Medical Flexible Spending Account  
4.2 DCAP: Dependent Care Assistance Program

### **5.0 PROCEDURE:**

- 5.1 MedFSA/DCAP vendor emails Fee Funding Notification to Benefits Office at the beginning of each month detailing the number of participants and date the fees will be deducted from Trust account. Benefits Representative reviews for accuracy and notifies vendor, if necessary.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 MedFSA/DCAP Administrator Bill  
6.2 Check Request Form (BEN-F007)

### **7.0 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Disposition	Protection
Monthly Bill	Benefits Office	2 years	Moved to Vault-kept Indefinite	Secured Office/Building
Check Request Form	HR Vault	2 years	Moved to Vault-kept Indefinite	Secured Office/Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/08/05		Initial Release



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3/23/05	A	Change title, clarify scope, delete 5.6-5.9.1, update flowchart
3/07/06	B	Replace Beneflex, Inc with 1 Point Solutions and add DCAP throughout procedure, delete 6.1 and renumber, update flowchart
3/26/07	C	Replace 1 Point Solutions with Beneflex, add new 5.2 and 5.2.1, clarify 5.4, update flowchart
2/23/12	D	Changed title and logo, took out Beneflex, clarify 5.1, 5.2, 5.4, update associated documents
3/20/15	E	Deleted 5.2, updated logo, added flowchart
2/17/16		Updated Approval Authority title. Not considered a revision.
2/1/17	F	Updates to 5.3, 5.4, 5.5, and 5.5.1. Revised flowchart.
8/16/22	G	Removed "with a copy of the bill," from 5.4.
10/23/23	H	Updated 5.1 to reflect the process of fees being automatically deducted from the Trust account, rather than completing BEN-F007 and forwarding to payroll. Other minor wording updates to titles throughout.

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

**\* \* \* E n d o f P r o c e d u r e \* \* \***