



## **PAYMENTS FOR MedFSA/DCAP ACCOUNT CLAIMS (BEN-P022)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of reconciling the MedFSA/DCAP report and making payments for approved claims.

The online version of this policy 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 reimbursement amounts for CMCSS employees to Benefits Associate, Accounting Department, and County Trustee on a daily basis.  
5.2 MedFSA/DCAP vendor makes withdrawal from the Trust account for appropriate amounts and deposits the approved claim amount to employee's bank account or pays the designated provider.  
5.3 Emails are printed and filed.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Reimbursement Email  
6.2 Breakdown Email

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

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Reimbursement Email	HR Vault	Indefinitely	Shred	Secured Office/Building
Breakdown Email	HR Vault	Indefinitely	Shred	Secured Office/Building

### **8.0 REVISION HISTORY:**



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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/23/05		Initial Release
3/07/06	A	Replace Beneflex, Inc with 1 Point Solutions throughout procedure and flowchart
3/26/07	B	Replace 1 Point Solutions with Beneflex throughout procedure, clarify 5.2 & 5.4.1, update flowchart
3/16/12	C	Update 5.1, 5.2, and 5.3, Delete 5.4 and 5.4.1, Added Breakdown Email to Associated documents and retention table
3/20/15	D	Deleted "Montgomery County" from 5.1, deleted "and County" from 5.2, added 5.4, updated logo
2/17/16	E	Updated approval authority. 5.1, changed "Tuesday" to "week".
10/23/23	F	Changed details for the process for claims being paid out to employees described in paragraph 5.2. Minor changes to wording throughout to reflect title changes.

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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