



Human Resources

News You Can Use

Human Resources Newsletter

Winter 2018

Flexible Spending Reminder

Employees who still have a balance in their 2017 Flexible Spending Account have until March 15, 2018 to use the money in the account. In order to receive reimbursement, claims must be submitted by April 15, 2018. Balances after this date may not be rolled over or refunded and will be forfeited. Chard Snyder is the FSA provider contracted by People First. Reimbursement can be made by submitting a claim form along with documentation by mail, fax or online. Claim forms are available at: <https://peoplefirst.myflorida.com>

Mail:

People First Service Center Flexible Spending Accounts
P.O. Box 1800
Tallahassee, FL 32302-1800

Fax: (888)800-5217

Online:

Submit claim form and scanned documents through People First. Click FSA Information link then Online Claims Submission.

1095-C Reporting for Plan Year 2017

Form 1095-C provides information about months during which employees (and any eligible dependents) were enrolled in the State Group Health Insurance Program during 2017. This form is used to complete your federal income taxes. People First will be sending the 1095-C forms to covered employees by January 31, 2018.

Employees and retirees who opted to receive their 1095-C forms electronically will receive an email notification from People First when their form is available. People First will send these notifications in batches. Once the notification is received, you will be instructed on how to log in to People First and select the Health Insurance Tax Form link to view and print the form.

Employees and retirees who did not opt to receive the 1095-C forms electronically will receive their form by mail. However, these forms will also be available electronically.



National Wear Red Day, February 2, 2018

2018 Flexible Spending Change: Healthcare FSA and Limited Purpose FSA \$500 Carryover

Beginning in 2018 the Flexible Spending Accounts for healthcare and limited purpose healthcare will allow a \$500 carryover to the next year. If a participant has money in the plan on December 31, 2018, a balance up to \$500 will roll to the next year. Funds over \$500 will be forfeited. This is different than the claims method mentioned at the beginning of this newsletter.

Dependent Eligibility Verification Audit

The Division of State Group Insurance (DSGI) is conducting a full **Dependent Eligibility Verification Audit (DEVA)**. During the 2017 Florida Legislative Session, the Florida Legislature directed DSGI to conduct a dependent eligibility verification audit to ensure accuracy in the health insurance program. DSGI has contracted with Health Management Systems, Inc. (HMS) to conduct the audit.

Beginning March 6, 2018, HMS will communicate directly with university subscribers who have dependents covered on their insurance benefits. Employees will receive multiple communications from HMS with a unique reference number that enables them to log on to the portal to upload documents. Documents received before that date or without the employee's unique reference number will not be accepted.

Employees should keep their address up to date with Human Resources or email addresses with People First to be sure they receive all important communications. Employees must respond to documentation requests to prove eligibility of dependents. If documentation is not received, insurance coverage could be terminated prospectively. An appeals process will be available. Please watch for communications in March from HMS. Human Resources will send a reminder once we know that HMS is contacting our employees. For more information visit the state webpage: www.mybenefits.myflorida.com/health/dependent_eligibility_verification.

Please take this time now to be sure you have the necessary documents prior to the official audit.

Always be cautious about disclosing confidential information by phone. HMS will not be calling for information including Social Security information.

2018 Update for 403B

Participants may contribute up to \$18,500 for the 2018 calendar year. This was an increase of \$500 from previous years. The Age 50 Catch Up remains at \$6,000. Employees over the age of 50 may contribute up to \$24,500. Changes to your pre-tax contribution can be made by linking to the [2018 Salary Reduction Agreement](#).

ROTH contributions are now available with TIAA-CREF, VALIC and VOYA. This type of contribution is deducted after federal taxes are taken. It does not lower the employee's taxable income however, distributions are tax-free after the end of a 5-year period beginning with the first year for which a Roth contribution was made to the plan. Discuss this option with your 403(b) representative or financial advisor to learn if this option is right for you.

Information sessions:

- Wednesday, January 31 at 2 pm in Cohen Center 213 hosted by TIAA-CREF
- Thursday, February 1 at 12 pm in Cohen Center 213 hosted by VOYA (Gabor Agency)



TAXES DONE FOR FREE!

VITA PROGRAM

United Way Volunteer Income Tax Assistance program offers:

FREE Tax preparation provided by IRS certified volunteers for household incomes of \$66,000 or less. Don't pay for filing, loans or rapid refunds.

YOU MAY BE ELIGIBLE FOR:

- Earned Income Tax Credit (EITC) over \$5,000
- Child tax credit up to \$1,000 per child

Visit UnitedWayLee.org/FreeTaxPrep or dial 2-1-1 or (239)433-3900 to schedule an appointment



Health and Dental ID Cards

ID cards were mailed to the homes of employees who changed carriers for their medical or dental plans. Aetna mailed cards to those with the HMO during the first week in January. The new dental providers, Ameritas and MetLife, also mailed cards. If you made changes to your provider for medical or dental coverage and have not received new ID cards, contact the carrier to request new cards be sent to you. Please click below to access our table of health and dental providers. Call or log on to their website to request new cards.

https://www2.fgcu.edu/HR/files/state_provider_contact_information_2018_new.pdf

AMERICA SAVES WEEK

February 26—March 2, 2018

America Saves Week is coordinated by the American Savings Education Council. It provides an annual opportunity for organizations to promote good savings behavior and a chance for individuals to assess their own savings goals. As we have done in the past, we will forward the 2018 Savings Themes and Topics to you each morning during the week of February 26. Keep watch for the email messages.

Employee Wellness Committee

The Employee Wellness Committee meets monthly to plan and develop wellness programs and educational opportunities for our staff and faculty. Our goal is to develop a culture of wellness at FGCU that will help to improve employees' health, enhance personal well-being, and promote employees' desire to be educated, knowledgeable consumers of health care. Our program has earned three awards in its' first two years of existence. Anyone with an interest in joining the committee may contact Nicole Edlin at ext. 1450.