



PAYMENTS TO BENEFLEX FOR DCAP ACCOUNT (BEN-P020)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for reconciling and mailing payment to Beneflex for DCAP account.

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

2.0 RESPONSIBILITY:

- 2.1 Benefits Associate

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

4.0 DEFINITIONS:

- 4.1 Beneflex: Flexible spending account vendor
- 4.2 DCAP: Dependent Care Assistance Program
- 4.3 CMCSS: Clarksville-Montgomery County School System

5.0 PROCEDURE:

- 5.1 Each Thursday Benefits Associate reviews CMCSS payroll calendars to determine which DCAP report(s) for payment is needed from Beneflex for upcoming week.
- 5.2 Benefits Associate requests DCAP report from Beneflex.
 - 5.2.1 Beneflex emails DCAP Report.
- 5.3 Crystal report is run and reconciled against Beneflex's report.
 - 5.3.1 Adjustments are made with Beneflex, if needed.
- 5.4 Check is automatically generated upon payroll run.
- 5.5 Accounts Payable forwards check to Benefits office.
- 5.6 Benefits Associate mails payment to Beneflex according to payroll calendars.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Payroll Calendars
- 6.2 Payroll Registers
- 6.3 DCAP Reports
- 6.4 Insurance Deduction Reports
- 6.5 Beneflex Check Request ([BEN-F007](#))

7.0 RECORD RETENTION TABLE:



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Identification	Storage	Retention	Disposition	Protection
Flexible Spending Account, Insurance Reports and Check Request	Benefits Office HR Vault	2 years 3 years	Shred	Secured Office/Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/08/05		Initial Release
3/23/05	A	Replace report with DCAP Report in 5.2.1 and add 6.4
3/07/06	B	Replace Beneflex, Inc with 1 Point Solutions throughout procedure, add new 5.4, renumber, delete 5.8, delete County references, update flowchart
3/26/07	C	Replace 1 Point Solutions with Beneflex throughout procedure, replace Crystal report with Insurance deduction report in 5.3, delete 5.4 and renumber, update 5.5 and revise flowchart

9.0 FLOWCHART:

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

***** End of Procedure *****

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