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## **PAYMENTS TO BENEFLEX FOR MedFSA and DCAP ADMINISTRATIVE FEES (BEN-P021)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for reconciling and making payment to Beneflex 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 Benefits Associate

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resources

### **4.0 DEFINITIONS:**

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

### **5.0 PROCEDURE:**

- 5.1 Beneflex emails monthly administrative service fee report to Benefits Office at the end of each month for school and county employees.
  - 5.1.1 Fees are paid each month for number of employees participating in the flexible spending account and DCAP.
- 5.2 Benefits Associate forwards county portion of bill to county for reconciliation.
  - 5.2.1 County employee reconciles bill and reports any discrepancies to Benefits Associate.
- 5.3 Benefits Associate reconciles fee report against payroll registers on a monthly basis.
- 5.4 Benefits Associate completes Beneflex Check Request Form (ref. [BEN-F007](#)) and forwards to Accounts Payable for check preparation.
- 5.5 Accounts Payable prepares and forwards payment of fees to Benefits Office.
- 5.6 Benefits Associate verifies payment amount and forwards to Beneflex.
  - 5.6.1 Copy of Beneflex Check Request Form (ref. [BEN-F007](#)) and copy of check is kept in file.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Beneflex Administrative Service Fee Report
- 6.2 Beneflex Check Request Form ([BEN-F007](#))



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**7.0 RECORD RETENTION TABLE:**

<b>Identification</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Administrative Service Fee Reports & Check Request Form	Benefits Office HR Vault	2 years 3 years	Shred	Secured Office/Building

**8.0 REVISION HISTORY:**

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

**9.0 FLOWCHART:**

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

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

# Payments to Beneflex for MedFSA and DCAP Administrative Fees Flowchart

