



## **Flexible Spending Plan Effective January 1, 2011**

1. ACTION is still required each plan year (during Open Enrollment) to be enrolled in the Flexible Spending Plan.
2. **Important Health FSA Changes for 2011**
  - a. All over-the-counter (OTC) supplies, including medicines or drugs (other than insulin) purchased without a prescription, will no longer be reimbursable through the Health FSA.
  - b. Prescription drugs must include your name, the name of the drug, date and co-pay amount. NO cash register receipts will be accepted.
3. Direct deposit for reimbursement from your Flexible Spending Account is mandatory.
4. Direct Deposit form available on the website at [www.rochester.k12.mn.us/school85/insurance](http://www.rochester.k12.mn.us/school85/insurance).  
Your bank information stays on file unless you make changes or terminate.
5. Paperless Explanation of Benefits - You will need to follow the steps below in order to receive the paperless Explanation of Benefits for Flex/Dental. You will be notified by e-mail when the funds have been transferred.

### **Set Up Your Account for Flex/Dental - Go to [www.preferredone.com](http://www.preferredone.com)**

1. Click on "For Members" - register the first time using your 11 digit 801 # - Enter ROCH0001 for the account number
2. Under My Account Settings select E-Mail Address/EOB Delivery Settings
3. Please select the first option to receive EOB notifications by e-mail (you will receive e-mail from our software vendor - Preferred One)
4. Enter your e-mail address and submit the changes
5. You will be notified via e-mail (you will receive e-mail from our software vendor - Preferred One) when a claim has been processed

\*EOBs are produced when a claim is processed and show any amounts paid by Rochester Public Schools on your behalf and indicate any financial responsibility you may have for the claim.