

# Research Foundation of the City University of New York

## Section 125 Flexible Spending Plan Highlights and Enrollment Instructions

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Start Date: January 1, 2023

Plan Year: January 1 through December 31

Eligibility: Full time and part time A employees (regularly scheduled)

- HCR – 90 days of employment
- DCR – Upon date of hire

*You do not have to be enrolled in your employer's group health plan to enroll in this Flex Spending plan.*

Annual Elections: Health Care (HCR): \$250.00 minimum/ \$3,050.00 maximum  
Dependent Care (DCR): \$250.00 minimum/ \$5,000.00 maximum

Limited Health Care: Limited HCR: For you or your spouse enrolled in an HSA. Submit vision and dental claims until the IRS HSA minimum deductible is met. Once deductible is met all customary HCR expenses are eligible.  
IRS HSA min. deductible is \$1,500.00 single/\$3,000.00 family.

2 ½ Month Grace Period\*: Eligible HCR & DCR expenses can be incurred up to 2 ½ months following the end of the plan year. Your prior Plan Year balance will be used before your new Plan Year election.  
\*The 2 ½ Month Grace Period & 90 day Run-off Period Run Concurrently

Monthly Elections: Transportation - \$300.00 maximum per month  
(2023 tax year) Qualified Parking - \$300.00 maximum per month

Year End Run-off Period: Reimbursements can be submitted up to 90 days following the end of the plan year. If you submit reimbursement requests online you must include a copy of the receipt for the service or item requested.

Claim Reimbursement:: Processed weekly (\$20.00 minimum reimbursement)

Reimbursement Type(s): Check

Plan Year Payroll Deductions: 24

Date of 1st Deduction: January 11, 2023

Your ABS Account Manager is: Rosanne at ext. 413 (Rosanne@abs125.com)

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### Here's How to Enroll in Your Section 125 Plan

#### Follow these simple steps:

- 1) If you meet the eligibility, enroll through "My Payroll & Benefits Portal" as instructed by Human Resources.
- 2) To view your ABS account online effective January 1, 2023 go to [www.abs125.com](http://www.abs125.com) and click on For Employees then Log into your Personal Account. As a "New User" you will click on Create your new username and password. You may also download the [ABS Mobile app](#). from Apple or Google.
- 3) If you sign up for Dependent Care and have consistent costs complete the Dependent Care Auto-Affidavit. Once submitted to ABS we will automatically send you a check or direct deposit each time money hits your account. A new form must be completed each new Plan Year.

**Questions? Need Help?** First, read the "How to Save on Medical & Child Care Expenses" employee handbook. If you do not have one, contact Human Resources, visit us on the web at [www.abs125.com](http://www.abs125.com), check out the [ABS Mobile App](#) or call 1-877-732-8125 from 8:00am to 5:00pm E.S.T. Monday through Friday.