



# Flexible Benefits Plan Specifications

**January 1 – December 31, 2007**

## Summary

- The maximum contribution to the medical expense reimbursement account is \$3,000 per plan year.
- The maximum contribution to the dependent care assistance account is \$5,000 per calendar year, for childcare expenses for children 12 and under.
- Please also note that over-the-counter medicine is now reimbursable.
- Direct deposit and manual check reimbursement available. Claims can be mailed or faxed.
- P&A processes claims daily.
- Participants can access their account information at [www.padmin.com](http://www.padmin.com) or call 1 (800) 688-2611 for interactive voice service.

## Consider the P&A Flex Debit Card!

For anyone participating in a flexible spending account:

Cards will be delivered right to your home.

- Remember to sign the back of the card
- Cards are valid for three years
- Lost or stolen cards should be reported to P&A immediately

You are eligible for out-of-pocket medical expenses such as:

- Office visit co-payments
- Prescription costs
- Vision expenses and eyeglasses
- Dental expenses
- Over the counter medications

ALL employees have access to online, discounted over the counter medications through the P&A Web site. Log on to [www.padmin.com](http://www.padmin.com), select the banner at the bottom to view this service and start saving!

## Enrollment or Re-Enrollment

Please complete your election form and send to:

Employee Benefits Office  
Queens Campus  
CCK Building

For direct deposit election, please complete the Direct Deposit Authorization Form.

Please fax all manual Flexible Spending Account claims to (716) 855-7105 or 1 (877) 855-7105.

Thank you for your participation! For more information on Flexible Spending, please visit [www.irs.gov](http://www.irs.gov).

