

Kentucky Community and Technical College System HRA Reimbursement Plan Notification Form



KCTCS is pleased to offer an HRA Reimbursement Plan to all employees that waive the employer sponsored health insurance plan. The HRA Plan is available January 1, 2008 – December 31, 2008. After reviewing the information on this form, please sign and **return it to the HR department by the end of your enrollment period.** All eligible employees must complete a form! If you have any questions, please speak with your benefits administrator.

Employee Information

Employee Name		SSN - -	
Address			
City	State	Zip Code	Daytime Phone () - <input type="checkbox"/> Home <input type="checkbox"/> Work
E-mail Address (For Automatic Email Notification of Claims, Payment & Account Status)		Employer Sponsored Coverage: <input type="checkbox"/> Single <input type="checkbox"/> Family	

Plan Benefits



Health Reimbursement Arrangement Account

Purpose of Account: This account is for the reimbursement of qualified medical expenses (Section 213 list) and is available to employees, spouses and dependents waiving the KCTCS employer sponsored health plan for 2008. HRA funds remaining after the end of the plan year (December 31, 2008) will carry forward into the new plan year.

Account Maximum: Those electing coverage will receive up to \$2,100 for qualified medical expenses.
(ie. Office visits, Rx, over the counter items, etc.)

Reimbursement: Employees must submit a claim form and a copy of their receipt in order to be reimbursed.

Employee Acknowledgement

I have been notified of the following:

- Funds available in the HRA account may be used for all eligible expenses deemed permissible under Section 213 of the Internal Revenue Code.
- Eligible expenses, including dental, health, and vision expenses and long term care premiums, must be incurred while an eligible participant to be considered for reimbursement (the date of service, not the billing date, must occur while a participant in the Plan).
- HRA funds will be made available only after all Section 125 Plan Health Reimbursement Account funds (if any available) have been used.
- Out-of-pocket expenses cannot be itemized and deducted again on an IRS Form 1040 or reimbursed again through any other benefit programs.

Employee Signature	Date
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<i>For Office Use Only</i>
Payroll deductions begin _____