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To: PAAs, Bookkeepers and Principals

From: Benefits Services Office

Date: April 17, 2015

Re: Open Enrollment Meetings

We have scheduled some Open Enrollment meetings around the diocese. These meetings will be specifically focused on Flexible Spending Accounts (FSA), Health Spending Accounts (HSA) and Dependent Care Flexible Spending Accounts and will be conducted by representatives from Flex-Plan Services, our vendor for these plans. They will cover in detail how the plans work and what the enrollment rules are for each plan. This will allow employees to get a better understanding of these plans, how they work together and how IRS rules effect plan choices.

Here is a list of the meetings scheduled:

April 15	8:00-9:00	JFK High School- Burien
April 21	4:00-5:30	St Joseph-Vancouver
April 22	3:00 -4:30	Assumption-Bellingham
April 23	3:00-4:30	Blanchet High School- Seattle
April 23	8:00-10:00	Cemeteries- Holyrood
April 24	3:00-4:30	Chancery-Seattle
April 27	3:00-4:30	St. Anthony- Renton
April 28	2:00-3:30	St. Luke- Shoreline
April 28	1:30-2:30	O'Dea High School- Seattle
April 29	2:30-4:00	Holy Rosary- Seattle
April 29	2:00-3:00	St Mary Magdalen- Everett

Please share this with your employees and make sure they know they can attend a meeting at any of these locations. If you have any questions please call the Benefits Services Office at (800) 950-4904 or (206) 382-4566.