

# HR NEWS FOR OCTOBER 15, 2007

## TIME OFF FOR ANNUAL SCREENING FOR BREAST CANCER AND PROSTATE SCREENING

Section 159-b of the Civil Service Law entitles employees to take up to four hours of paid leave annually, without charge to leave credits (sick days), for breast cancer and prostate screening during your regular work hours. The leave is not cumulative and expires at the end of each calendar year. Absence beyond the 4-hour cap must be charged to leave credits. Monroe #1 BOCES will require you to provide supporting documentation for the absence. Typically this documentation may be a notice that you receive from your doctor's office indicating your appointment or a receipt from the doctor's office acknowledging that you completed the screening. If the documentation is not given to your supervisor, then this time will be charged to your sick time. Please follow your department's time-off procedure as well. Any questions about this time off may be directed to Margaret Rogers in the Human Resources Office at 383-6683.

## BENIVERSAL CARD NEWS

A recent IRS ruling announced that benefit cards used for Flexible Spending Accounts (FSAs) and Health Reimbursement Accounts (HRAs) be limited to retail merchants that can separate IRS eligible items from non-eligible items at point-of-sale.

### What exactly does this mean?

Effective January 1, 2008, your Beniversal Card can be used at retail merchants that have an Inventory Information Approval System (IIAS). An IIAS Merchant can identify eligible medical items at the checkout. Your transaction will be split so you can pay for eligible items with your Beniversal Card, and then pay for any non-eligible items with another form of payment. Even though this process will limit the number of times you are asked to submit substantiation, you should always save your receipts!

**(Note: beginning in 2009, your Card will not work at drug stores that are not IIAS compliant.)**

### How does it work?

1. Bring prescriptions, vision products, over-the-counter (OTC) items and other purchases to the checkout counter.
2. Swipe your Beniversal Card.
3. If the card swipe transaction is approved (e.g., there are sufficient funds in the account), the amount of the eligible medical items is deducted from the account balance. The clerk will then ask you to pay for non-eligible items using another form of payment.
4. If the card swipe is declined, you will be required to use another form of payment for the total purchase amount.
5. Depending on the retailer, your receipt may identify the eligible medical items and show a subtotal of those items.

**An up-to-date list of IIAS Merchants can be found on the Benefit Resource website 24/7: [www.BenefitResource.com](http://www.BenefitResource.com).**

**On-line IIAS Merchants include: [drugstore.com](http://drugstore.com), [VisionDirect.com](http://VisionDirect.com) and 1-800 Contacts.**

Questions? Contact the Client Services Dept.  
1-866-996-5200  
1-800-473-9595

## DEPENDENT CARE EXPENSES NO LONGER AVAILABLE THROUGH BENIVERSAL CARD

Recently, the IRS issued additional guidance regarding electronic payment cards and Dependent Care FSA (DCA). Dependent care expenses are generally Day Care expenses for children. This clarification of existing rules has made the use of electronic payment cards cumbersome, and for most cardholders, impractical. In consideration of this development, cardholders will not have access to their DCA funds via the Beniversal card beginning 1/1/2008. Cardholders may continue to use the card for their Medical FSA and submit a BRI claim form for reimbursement of eligible DCA expenses. If you have any questions concerning this change, please feel free to contact the BRI Participant Services team at 800-473-9595.