



SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

The Syracuse City School District welcomes you to participate in the new Health Savings Account!

What is a Health Savings Account (HSA)?

An HSA is a tax-advantaged savings account that is used in combination with a High Deductible Health Plan (HDHP), offering you a new way to manage your health care. You are able to use your HSA funds to cover qualified medical expenses that are not covered by your HDHP, including expenses that go towards satisfying your plan's deductible.

What are some benefits of enrolling in an HSA?

- Payroll-based deductions provide you with an easy, convenient way to fund your account
- Triple tax savings – decreased federal income taxes, interest and investments that grow tax-free, and tax-free withdrawals on eligible medical expenses.
- Plan for future health care expenses even into retirement with tax-free investment accounts that grow year after year.
- Once the money is deposited into your account, it is yours to save, use, or invest – the funds never expire and the money can even be passed on to designated beneficiaries upon death.
- Use it as another vehicle for retirement savings – you can use HSA funds for non-qualifying expenses after age 65 (subject to paying ordinary income tax)
- Upon your initial HSA enrollment the District will one-time seed your HSA account in the amount of \$1000 for the individual medical plan and \$1500 for the family medical plan if you meet the eligibility requirements.*

Please access the link below to watch a short informational video about HSA's and how they work.

<https://www.youtube.com/watch?v=s8SFzf3MLCM>

When can I enroll in HSA through the Syracuse City School District?

You can enroll in the HSA through the Syracuse City School District as soon as 11/01/2021.

What are the eligibility requirements to join the HSA?

To be eligible to enroll in an HSA you must:

- Be a Unit 1 member and be enrolled in the High Deductible Healthcare Plan (HDHP medical insurance) through the Syracuse City School District.

What are the eligibility requirements to receive the one-time District seeding into my HSA?

To be eligible to for the one-time District seeding you must:

- Be a Unit 1 member
- Be enrolled in the High Deductible Healthcare Plan (HDHP medical insurance) through the Syracuse City School District.
- **Elect an HSA contribution of \$25 or more per pay period.**

Additional Requirements:

If you are currently enrolled in the HDHP medical plan and your plan start date is on or before 10/01/2021: You must enroll in the HSA by 12/31/2021 AND you must have your HSA completely set up and ready to fund by 12/31/2021.

If you will be enrolled in the HDHP medical plan as of 11/01/2021 and thereafter: You must enroll in the HSA within 60 days of your plan begin date AND you must have your HSA completely set up and ready to fund within 60 days of your plan begin date.

Please note: Failure to enroll in the HSA within the time-frame listed above and/or failure to completely set up your HSA for funding by the District within the time-frame listed above WILL result in loss of eligibility for the one-time District seeding.

How do I enroll in the HSA?

To enroll in the HSA, the Syracuse City School District HSA enrollment form must be completed and returned to the Office of Human Resources. This form can be provided to the Office of Human Resources via one of the following methods:

- Fax: 315-435-4016
- Inter School Mail – Central Offices: Attention HR
- Mail or drop off to the address below:

Syracuse City School District
Office of Human Resources
725 Harrison Street
Syracuse, NY 13210

Please note: The HSA enrollment form requests sensitive information such as social security number and banking information. The District strongly discourages the submission of this from to the Office of Human Resources by email as our email is not secure for sensitive information.

What happens after I enroll in the HSA?

Once the Office of Human Resources has received your enrollment form it will be processed and sent to Life Time Benefit Solutions on your behalf.

Please be aware that it is the employees' responsibility to respond to Life Time Benefit Solutions (LBS) with the necessary information to open your account. Life Time Benefit Solutions may reach out to you by mail or email to request additional information related to your account.

Failure to supply the requested information to Life Time Benefit Solutions (LBS) WILL result in the closure of your HSA enrollment request and the closure of any HSA opened through the Syracuse City School District. Failure to completely set up your HSA may result in loss of eligibility for the one-time District seeding.

Additional Information

The IRS 2021 annual maximum for all HSA contributions are \$3200 for the individual plan and \$7200 for the family plan. If you have an existing HSA outside of the District you will have the option of rolling over that

balance into the HSA account with the District. Please be aware that the employer contribution of \$1000 for the individual plan and \$1500 for the family plan will count toward the respective IRS maximum AND funds from any previous HSA account that were contributed in 2021 will count toward the maximum as well even if you choose not to roll over an existing account