

---

## Business Office Newsletter May 2020

---

Dear Staff,

As all of you are working remotely, so too is the Business Office, although we are going into the office sparingly as some of our duties must be performed on-site. The staff has adapted quite well to this environment and has done their best to be accessible and to maintain a continuity of services to staff, students and our external customers.

I am pleased to announce that we have filled our second Senior Payroll Audit Clerk - Lakeram Ramprasad. We will be working to train Lakeram remotely, and eventually will have him working full-time.

**Kimberly M. Lewis, District Director of Business and Finance**

---

### IMPORTANT INFORMATION

Flexible Spending Account – The District’s plan year is the same as our fiscal year, July 1 to June 30. Our plan does allow for claims related to dates of service from July 1 to September 15 (75 days after the end of the plan) to be submitted under the current year if submitted by September 30. Due to the COVID-19 virus some of you may have not spent as much as planned due to canceled dentist or doctor appointments.

On Friday March 27th the Coronavirus Aid, Relief, and Economic Security Act or the CARES Act was signed into law.

The bill reverses the prescription requirement for Over the Counter Drugs for reimbursement and also includes eligibility for menstrual care products. The bill has a retroactive start date of 1/1/20. The new list of eligible items should be available for merchant download into their systems by 04/15/2020. Once completed, participants can use their benefit cards at the check-out counter to purchase these items. As always, manual claims can be filed if you don’t have a benefit card or if the transaction does not complete.

#### Change in Status – Reminder to the April Communication

With the Covid-19 crisis schools, as well as employers, are closed. This situation allows for changes to a dependent care election. If you need to make a change to your day care election you must complete the Change of Status form (found under Resources/Forms) and turn it into your employer within 30 days of the event, in this case that date would be the date of the school/employer closures.

Enrollment in next year’s plan will be occurring in May, so please look for the enrollment forms. **Enrollment in the Flexible Spending Plan must be done on an annual basis.**

The Preferred Group is our plan administrator and specific questions can be addressed to them. Their website is <https://mytpgplan.com/> and their phone is (800) 573-7474

### Upcoming Events

#### May 8

Summer Medical Insurance for 10 month staff 3 of 6 (except paras)

#### May 22

Summer Medical Insurance for 10 month staff 4 of 6 (except paras)

#### June 5

Summer Medical Insurance for 10 month staff 5 of 6 (except paras)

#### June 19

Summer Medical Insurance for 10 month staff 6 of 6 (except paras)

---

### Staff

**Kimberly M. Lewis**, District Director of Business & Finance

**Taryn Breen**, Assistant School Business Official

**Stacey Tasselmyer**, Executive Secretary

**Katie Devine**, District Treasurer

**Billy Carr**, Fiscal Analyst

**Ann Testa**, Tax Collector & Deputy Treasurer

**Elaine Reynolds**, Food Service Manager

**Kristin Chotkowski**, Purchasing Agent

**Jeanine Leo**, Senior Account Clerk Typist

**Nicole Livingston**, Senior Account Clerk Typist

**Angela MacVilla**, Senior Account Clerk Typist

**Irene Mazzucco**, Senior Account Clerk Typist

**Mekkah Bergeron** Senior Payroll Audit Clerk

**Beth Carusone**, Account Clerk Typist

[Who to contact in the Business Office list](#)

Need a form? Visit our website  
[click here for Business Office Forms](#)

## Summer health insurance deductions

As a reminder – for 10 month staff, you will have these separate deduction codes on your paystub for your summer medical insurance deductions. If you do not, please contact Payroll through Let's Talk so that we can get it added and you do not end up owing more money.

	Patriot Blue	Patriot Red	CDPHP
Individual Medical	SMPATBL-I10	SMPATREDI10	SMPCDPHP-I
Individual Dental	SMDPATBLUE-I10	SMDPATRED-I10	SDGuardI10
Family Medical	SMPATBL-F10	SMPATRED-F10	SMCDPH-F
Family Dental	SMDPATBLUE-F10	SMDPATRED-F10	SDGuardF10

To calculate the deduction, the two months of the employee's portion of the premium for July and August is divided by 6. This amount is deducted for 2 payrolls per month, in April, May and June.

Patriot Blue	Teachers	Nurses	Adult Ed	SSO
SMPATBL-I10	\$ 27.89	\$ 27.89	\$ 27.89	\$ 27.89
SMDPATBLUE-I10	\$ 2.10	\$ 2.10	\$ 2.10	\$ 2.10
SMPATBL-F10	\$ 85.74	\$ 85.74	\$ 85.74	\$ 85.74
SMDPATBLUE-F10	\$ 5.64	\$ 5.64	\$ 5.64	\$ 5.64
Patriot Red				
SMPATREDI10	\$ 39.45	\$ 39.45	\$ 39.45	\$ 39.45
SMDPATRED-I10	\$ 1.34	\$ 1.34	\$ 1.34	\$ 1.34
SMPATRED-F10	\$ 121.44	\$ 121.44	\$ 121.44	\$ 121.44
SMDPATRED-F10	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30
CDPHP				
SMPCDPHP-I	\$ 57.53	n/a	n/a	\$ 43.15
SDGuardI10	\$ 1.34	n/a	n/a	\$ 1.34
SMCDPH-F	\$ 147.56	n/a	n/a	\$ 132.81
SDGuardF10	\$ 4.30	n/a	n/a	\$ 4.30

## Let's Talk – April

### Business Office Area

Total: 3

Dialogue Age: 4.3 days

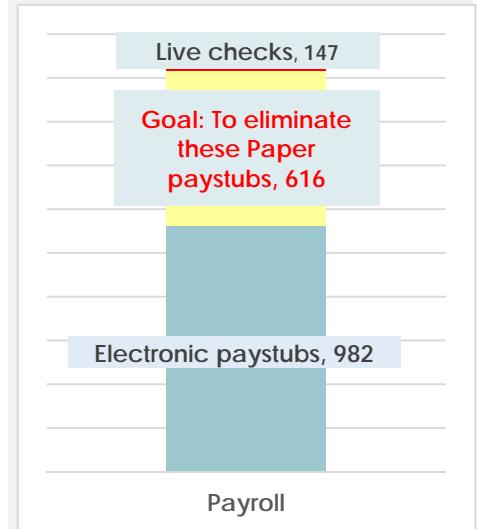
### Payroll Office Area

Total: 85

Dialogue Age: 0.5 days

## Direct Deposit Electronic Paystub Campaign

April 24 payroll there will be 616 employees with direct deposit, who are receiving a paper copy of their paystub instead of an electronic version. We want everyone to switch to the electronic receipt of their pay stub. Here is the [form](#) to select email delivery.



## Has something changed in your life that we need to know?

If your name, address, phone number or email has changed, then you need to complete the [change form](#) and submit in Let's Talk to the Human Resources interest area.

Please also remember to contact the Pension systems to report changes of your name as well.