

Camden County Technical Schools

Your Parking & Transportation Benefit Plans helps pay for Qualified Parking and Transit passes through Pre-Tax Salary Deductions

TRANSIT PASS

A "Transit Pass" is any pass, token, fare card or similar item that entitles you to transportation (or transportation at a reduced price), provided that it's offered on mass transit facilities, or provided by an entity in the business of transporting persons if such transportation is provided in the type of highway vehicle eligible for use in vanpooling.

Contribution Limits: The maximum you may place in this account Per Month is \$270.00

ELIGIBILITY

Participation in the Plan runs on a month-to-month basis starting March 1, 2020. You are eligible to participate in the Plan 2 months after your date of hire. Pre-tax payroll deductions will begin on the first pay period after your enrollment has been received.

ELECTION CHANGES

Election changes are permitted throughout the Plan Year. There is no justification required for making a change. You can change your monthly contribution amount once per month. This can include reducing your election to \$0. We will not change your election until we receive an updated enrollment form showing the changed contribution amount.

REIMBURSEMENT SCHEDULE

All claims received in the office of Flexible Benefit Administrators, Inc. will be processed within one week via check or direct deposit. You may also use your Benefits Card to pay for expenses. Please refer to the Benefits Card section for details.

If you do not use your FBA Benefits Card, you will need to complete a Claim Form, which is available from your employer. You must attach a receipt or bill from the service provider which includes all the pertinent information regarding the expense:

- Date of Service
- Amount Charged
- Provider's Name
- Nature of the Expense

ONLINE ACCESS

Flexible Benefit Administrators, Inc. provides on-line account access for all Commuter participants. Please visit their website at <https://fba.wealthcareportal.com/> to view the following features:

- **Commuter Login** – view balances, check status and view claims history-download participation forms
- **Commuter Educational Tools** – Calculators: estimate how much you can save by utilizing the plan.

QUALIFIED PARKING

Qualified parking is that which is provided to an employee at or near the employer's business premises. It also includes parking at or near a location from which the employee travels to work by mass transit, vanpooling, in a commuter highway vehicle, or by carpool. Parking at or near the employee's home doesn't qualify.

Contribution Limits: The maximum you may place in this account Per Month is \$270.00

WHAT IS A PARKING & TRANSIT PLAN?

Once enrolled in the Transit Program you can pay for public transportation such as train, subway, bus, ferry, trolley and vanpool using your pre-tax dollars. Pre-tax dollars allocated in the Parking Program can be used for qualified parking at or near your employer or the location you commute from as well as metered parking. Expenses for spouses and dependents are not eligible for reimbursement under this program.

There is no Use-it-or-lose-it Rule

Any money you do not use from your transportation benefits account for expenses incurred will continue to roll from month to month so long as you remain eligible for the plan.

Availability of Funds

The Transit and Parking plans are not pre-funded accounts. When submitting a claim for eligible Transit or Parking expenses, you will have access to your pre-tax payroll deductions as they are taken from your check. If your expenses are greater than your available balance, we will hold the remainder of the claim to pay it out once funds are available.

QUALIFIED PARKING EXPENSES

- Parking at or near work
- Parking at or near transportation service site
- Park and ride expenses

QUALIFIED TRANSIT EXPENSES

- Bus / Streetcar
- Subway / Train / Ferry
- Commercial Vanpooling or a Commuter highway vehicle

BENEFITS CARD

The Benefits Card can be used as a direct payment method for eligible expenses incurred at approved service providers and merchants. Using your card allows you instant access to your funds with no out-of-pocket expense. Please keep all your itemized receipts. Flexible Benefit Administrators, Inc. may request documentation to substantiate Benefits Card transactions to determine eligibility of an expense.

