



FOCUS Newsletter

February 2016



SSAE 16 (SOC 1) TYPE II REPORT



ASIFlex is pleased to announce the successful completion of its 2015 Standards for Attestation Engagements (SSAE) 16 Type II audit. Completion of the SSAE 16 requirements reflects ASIFlex's commitment in providing its clients with the highest standards of controls, processes and procedures to safely manage critical information and applications.

SSAE 16 Type II is an internationally recognized auditing standard developed by the American Institute of Certified Public Accountants (AICPA); and is designated by the U.S. Securities and Exchange Commission (SEC) as an acceptable method for management to obtain assertions about service organization internal controls.

To ensure a comprehensive audit, ASIFlex identified primary areas of control including core business processes, systems, management, physical security, and logical access to data and systems. The successful completion of the SSAE 16 Type II audit demonstrates that ASIFlex has adequate controls and safeguards and reflects the significant investments ASIFlex has made in technology, staffing, and quality assurance programs.

With more data breaches in the news, ASIFlex completes this audit annually to provide our clients with confidence that we take every measure to ensure their data is protected. The confidential report is available to ASIFlex and ASI COBRA clients upon request. Contact marketing@asiflex.com for information.

SECTION 125 NONDISCRIMINATION TESTING

Now is a good time for employers sponsoring calendar year plans to conduct nondiscrimination testing. Section 125 plans are subject to certain nondiscrimination testing to ensure the plan does not discriminate in favor of certain highly compensated or key employees. ASIFlex can, upon request, provide assistance with the testing requirements. If interested, contact your account manager for the 2016 Testing Guide.

Note: Governmental entities, churches or other tax-exempt employers generally are not exempt from the nondiscrimination testing requirements for cafeteria plans.

GRACE PERIOD DEADLINE FOR CALENDAR YEAR PLANS

For FSA plans that ended 12/31/2015 with the grace period provision, the grace period goes through March 15, 2016.

Participants may incur claims through March 15th to apply toward a prior year balance. Now is a good time to remind employees of the deadline and to check their account at www.asiflex.com.

You can also help employees utilize remaining balances by reminding them of the thousands of eligible over-the-counter health care products and how to claim mileage reimbursement for travel incurred to obtain health care.

Over-the-Counter Health Care Products – Our partner, FSA Store, makes it easy for participants to get the most out of their FSA. Participants can view thousands of eligible products such as Band-Aids, contact lens solutions, sunscreen, first aid kits, pill holders, thermometers, etc. Please help your employees take advantage of this valuable resource. Just go to www.asiflex.com and click on the FSA Store icon at the top of the homepage. Or, go to www.fsastore.com/asinew and **use special coupon code ASIF10 to receive \$10 off an order!**

Mileage – Each time you visit your doctor, dentist, pharmacy, vision care provider, etc., you can claim up to \$.23 per mile for travel in 2015, and \$.19 per mile for travel in 2016. Here is an example showing how to complete your claim form in order to claim mileage expenses:

Health Care Flexible Spending Account Claims

Follow the instruction page "How to File Claims" and submit correct documentation to assure rapid claim processing!

Date(s) of Service	Health Care Provider	Type of Expense (Office Visit, Crown, Eyeglasses, Rx, etc.)	Patient Name	Relationship to You	Amount Requested
2/16/2015	Dr. James Brown	Medical mileage 50 miles	Tim	Self	\$ 11.50
7/22/2015	Millard Hills Dental	Dental mileage 35 miles	Ann	Spouse	\$ 8.05
10/26/2015	Smith Vision Center	Vision mileage 60 miles	Jamie	Child	\$ 13.80
1/15/2016	Hill Ortho Center	Dental mileage 65 miles	Susie	Child	\$ 12.35
2/5/2016	Lakeside Hospital	Medical mileage 100 miles	Tim	Self	\$ 19.00
2/12/2016	Walgreens Pharmacy	Medical mileage 25 miles	Tim	Self	\$ 4.75
					\$
				Total	\$ 69.45

ASIFLEX CARD

The ASIFlex Card provides health care flexible spending account (FSA) participants an easy way to pay health care providers for services. It may also be offered for certain health reimbursement arrangement (HRA) plan designs. The card is accepted by health care providers that accept VISA® and at many retail locations that comply with certain inventory requirements. Use of the card is governed by IRS regulations so it is important that both employers and plan participants understand the guidelines.



ASIFlex provides its main educational website at www.asiflex.com, and also provides a site dedicated to card use at www.asiflex.com/debitcards. Here, you can learn about use of the card, why and when back-up documentation is needed in order

to substantiate a card transaction, how the documentation is requested, and how it can be submitted. Also included are employee educational materials and links to IRS regulations.

Of particular importance are the following employee educational documents:

Tips – How to Use the ASIFlex Card

ASIFlex Quick Guide

ASIFlex Wallet Card

Keep Calm and Respond

If you have specific questions regarding the ASIFlex Card process, or want to learn more about how to offer this value-added service for your employees, contact marketing@asiflex.com or your account manager.

DAYLIGHT SAVING TIME REMINDER

**SPRING FORWARD ON
SUNDAY, MARCH 13, 2016**

STANDARD TIME ENDS

DAYLIGHT SAVING TIME (DST) BEGINS!



About the Company: ASIFlex and ASI COBRA provide third-party benefit administration service solutions to clients nationwide. ASIFlex provides account-based administration for Flexible Spending Accounts (FSAs), Health Reimbursement Arrangements (HRAs), Health Savings Accounts (HSAs) and Parking/Transit Commuter Benefits. ASI COBRA provides COBRA and direct/retiree billing solutions. Formed in 1983, ASIFlex specializes in serving public and private sector clients nationwide and has significant experience with State, County, City and local government entities. ASI focuses on providing exemplary customer service and leveraging technology to provide improved service delivery.

FSA | HRA | HSA | COMMUTER | COBRA | DIRECT BILLING

IT'S WHO WE ARE. IT'S WHAT WE DO.

WWW.ASIFLEX.COM | WWW.ASICOBRA.COM

This FOCUS newsletter is intended for ASIFlex and ASI COBRA clients and provides general information that may be related to ASI services or the benefit plans sponsored by ASI clients. For questions or comments regarding this FOCUS newsletter, or to subscribe or unsubscribe, email marketing@asiflex.com.

