



# CONSUMER-DIRECTED HEALTH PLAN ADMINISTRATION



**Premium Only Plan**  
**Flexible Spending Account**  
**Health Savings Account**  
**Health Reimbursement Arrangement**

**Let Kushner & Company handle the administration of services that are so critical to your ability to attract, retain, and engage your workforce.**

- ✓ With the cost of health insurance continuing to rise, most employers ask their employees to share in the cost of health insurance through premium sharing, deductibles and coinsurance.
- ✓ Both the employer and employees benefit through tax-preferred methods.
- ✓ Integrated claims system allows participants to utilize both a mobile app and desktop portals to submit claims and substantiation, view their accounts, and even track the progress of claims and payments.
- ✓ Kushner & Company's Client Services Team is intensively hired and trained to provide friendly participant service and to follow all compliance requirements set forth by the Internal Revenue Code, ERISA, and each client's individual plan document.

## Premium Only Plans

### SELF ADMINISTERED TEMPLATES - ONE-TIME \$109

When you enroll in the self-administered Premium-Only Plan, you are given all the necessary document templates to administer the program yourself including:

- POP Plan Document
- POP Summary Plan Description
- Employee enrollment forms
- Payroll guide
- Nondiscrimination / concentration testing spreadsheet.
- Access to the Kushner & Company Project Team to handle any questions you have along the way.

### FULL ADMINISTRATION - \$27.50 PER MONTH\*

When you enroll in the fully administered option, Kushner & Company does all the work for you.

- The POP Plan Document and POP SPD is completed for your company and tailored to your specifications.
- Includes annual nondiscrimination testing for your company.
- You will be contacted by a representative from the Project Team who will set up all aspects of the plan on your behalf.
- This option minimizes paperwork for you to complete and greatly simplifies the implementation and administration.

\*This price reflects the **Green Paperless Discount**. If you opt out of the ACH payments, the monthly fee is \$35.00 per month

## Flexible Spending Accounts

A Flexible Spending Account is a low cost way for you to enhance your employee benefits package.

- Employees reduce federal income taxes, social security taxes, and state income taxes.
- Allows your employees to better budget for known out-of-pocket expenses over a twelve month period.

**Health Care Account:** Employees may set aside a portion of their salary through pre-tax payroll deductions into an account and as medical, dental, or vision care expenses for themselves, their spouse and dependents are incurred, they use these funds to pay for the expenses either with a debit card or reimbursement claim.

- Deductibles and co-payments
- Prescription drugs
- Vision care (including eyeglasses and contact lenses)
- Dental care and orthodontia

**Dependent Care Account:** Employees (and their spouse, if married) who have children and have to pay someone to watch the children so they can work, look for work, or attend school full-time. The employee can elect to set aside a portion of their salary through pre-tax payroll deduction to pay for these expenses. The dollars go into a dependent care spending account and as expenses for daycare or babysitting are incurred, they use these funds to pay for the expenses either with a debit card or reimbursement claim.

## Flexible Spending Accounts

**ANNUAL FEE PER COMPANY - \$200**

**MONTHLY FEE - \$5.25 PER EMPLOYEE PER MONTH (\$77.50 MINIMUM)\***

If you select the FSA administration, you will receive Full Premium Only Plan administration, as well as Flexible Spending Account processing for your employees health and/or dependent care. This service includes:

- Free Debit Cards
- Administration guide to aid you in the day-to-day operations of the FSA plan
- Employee communication materials
- Employee enrollment forms
- Claims kit
- Daily processing of employee claims
- Weekly Deposit Report and Check Report
- Year-To-Date Benefit Summary.
- Employee password-protected online account access

\*This price reflects the **Green Paperless Discount**. If you opt out of ACH payments, the monthly fees are \$6.00 per employee per month (\$105 minimum).

## Health Savings Accounts

**ANNUAL FEE PER COMPANY - \$200**

**MONTHLY FEE - \$4.25 PER EMPLOYEE PER MONTH (\$77.50 MINIMUM)\***

A Health Savings Account (HSA) is a tax-exempt trust or custodial account established exclusively for payment of current and future qualified medical expenses.

Employees enrolling in the Kushner & Company HSA administration receive a free debit card to pay for eligible expenses and gives them direct access to their account (when using an approved bank).

To have an HSA, you must first have a qualified high-deductible health plan. Qualified medical expenses for an HSA include:

- Health insurance plan deductibles
- Co-payments
- Co-insurance
- Prescription drugs
- Eligible over-the-counter items
- Vision care (including eyeglasses and contact lenses)
- Dental care and orthodontia
- Long-term care, psychiatric, and certain psychological treatments
- Certain health premiums including COBRA (but not premiums while an active employee).

\*This price reflects the **Green Paperless Discount**. If you opt out of ACH payments, the monthly fees are \$5.00 per employee per month (\$105 minimum).

## Health Savings Accounts

### No Limits or Risk of Losing Funds

With an HSA, there is no “use-it-or-lose-it” provision. Any balance of funds at the end of the year may be carried over into future years with no limits. The HSA stays with the employee because the account is owned by the employee or individual and maintained in a trust, the account holder may use the account after he or she leaves the employer who offered the qualified high-deductible health plan.

### HSA Contributions

- Once you have established the HSA, your company, the employee or both may contribute to the HSA.
- For an HSA established by a self-employed individual, the individual may contribute to the HSA.
- In addition, family members may contribute to an HSA on behalf of another family member.
- Contributions to an HSA must be made in cash.
- Contributions to an HSA may be made through a Section 125 Plan via the pre-tax payroll method or after-tax by making deposits.
- In any given year, contributions may be made until April 15 the following year.
- HSAs may be invested much like a 401(k) or an IRA – in an interest-bearing account, a mutual fund or stocks and bonds.
- Because you don't know when the HSA will be called upon for medical expenses, it is generally recommended that the majority of funds be readily accessible through a bank account.

## Health Reimbursement Arrangements

**ANNUAL FEE PER COMPANY - \$200**

**MONTHLY FEE - \$5.25 PER EMPLOYEE PER MONTH (\$77.50 MINIMUM)\***

Health Reimbursement Arrangements (HRAs) are a tax-advantaged benefit that allows both employees and employers to save on the cost of healthcare. HRA plans are employer-funded medical reimbursement plans. The employer sets aside a specific amount of pre-tax dollars for employees to pay for health care expenses on an annual basis. Based on the plan design, HRAs can generate significant savings in overall health benefits. The most attractive feature of HRAs is that they allow for payment of all qualified health-related expenses on a pre-tax basis. All businesses, including one-person and part-time businesses, may operate an HRA plan. This service includes:

- Free Debit Cards
- Administration guide to aid you in the day-to-day operations of the FSA plan
- Employee communication materials
- Employee enrollment forms
- Claims kit
- Daily processing of employee claims
- Weekly Deposit Report and Check Report
- Year-To-Date Benefit Summary.
- Employee password protected online account access

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## What is the Kushner Green Paperless Discount?

Kushner & Company offers a green paperless option that is designed to make your life a little easier and helps you avoid higher monthly administrative fees.

When choosing the ACH method option, you receive a monthly email reminder of the amount that will be deducted to cover the cost of your administrative fees. On or around the 15th of each month, the monthly administration fees will be withdrawn from your bank account.

This ACH payment method saves you the time and hassle of writing what, in many cases, is a very small check to cover the monthly administrative fee. From enrollment to reimbursement, Kushner Green is the electronic and environmentally aware paperless solution. SBAM members who choose this option will receive a monthly discount on their FSA and/or HRA administration.

The FSA and/or HRA Green requirements are as follows:

- All non-debit card reimbursements are direct deposited (no paper checks issued, direct deposit information for all participants required)
- All documents and reports delivered electronically (email addresses for all participants required)
- Payment of invoices by Kushner-initiated ACH payment transfer each month
- Enrollment completed and submitted using Kushner's custom formatted enrollment spreadsheet
- Reimbursement claims submitted via secure website, mobile app, or fax.

To sign up for the Green Paperless option and avoid paying more each month, simply complete the ACH enrollment form found online at [www.sbam.org/kushner](http://www.sbam.org/kushner).

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SBAM partnered with Kushner & Company of Portage, Michigan because they are a top leader in the field of human resources and benefit administration.

By receiving no compensation from insurance companies, brokers, or sellers, Kushner offers unbiased recommendations. Their primary concern is to provide exceptional solutions that simplify benefit-related responsibilities.

They are dedicated to providing comprehensive employee benefits consulting and administration services individualized to ensure your specific benefit requirements are entirely fulfilled. Learn more at [kushnerco.com](http://kushnerco.com).

**KUSHNER  
& COMPANY**  
HR AND BENEFIT EXPERTS