



**Washoe County School District
Business and Financial Services Division**

**PO Box 30425
Reno, NV 89520-3425**

May 10, 2018

TO: All Eligible Administrators, Pro-Techs, Psychologists, Leadership Team Members

FR: Robert Carson, Accounting Manager

RE: **BENEFIT RESERVE PROGRAM (BRP)**

Attached is the BRP Statement of Use form. A detailed explanation of the program (excerpted from the Negotiated Agreements) is attached. **Please note - as stated in the Negotiated Agreements, only administrators with less than ten (10) years of service as of June 30, 2018 are eligible for this program.**

Benefit Reserve Program (BRP) reimbursements are included in your June paycheck. Submissions must include evidence of expense (bill, paycheck stub, explanation of benefit, etc.) and evidence of payment (canceled check, credit card receipt, etc.).

The deadline for submission is **May 29, 2018**. Late submissions will **NOT** be accepted. No retroactive payments for the previous fiscal year expenditures will be made. If you have questions about the program, submission of receipts, the deadline, etc., please call Robert Carson in the Business Office (348-0317).

cc: Dawn Huckaby, Chief Human Resources Officer
Gail Carson, Controller



WASHOE COUNTY SCHOOL DISTRICT
Business and Financial Services Division

RETURN TO BUSINESS BY MAY 29, 2018

BENEFIT RESERVE PROGRAM
Statement of Use

This is to request reimbursement for the following expenditures from my Benefit Reserve Program.

I understand that I am eligible for this program if I have been with the district **less than ten (10) years as of June 30, 2018**. The reimbursement for the Benefit Reserve Program is added to my June paycheck.

I UNDERSTAND THE PROGRAM MAY BE USED ONLY FOR THE ITEMS LISTED BELOW AND REIMBURSEMENT CAN BE MADE ONLY FOR EXPENDITURES IN THE CURRENT FISCAL YEAR (JULY 1, 2017 - JUNE 30, 2018) BASED ON RECEIPTS ATTACHED TO THIS FORM.

I also understand that any unused balance in this program reverts to the District's General Fund.

Benefit Reserve Program Balance – Administrators	\$700.00
Benefit Reserve Program Balance – Pro-Techs and Psychologists, Leadership Team	\$750.00
Submissions:	
1. Premiums for dependent medical insurance (submit copies of pay warrant stubs covering the cost). Costs for dependent coverage if spouse is employed by WCSD and pays dependent cost on his/her pay warrant (submit copy).	\$
2. Non-covered medical or dental expenses and to offset the cost of deductibles, co-payments or any excess costs on either medical/dental insurance (including physical examinations) and/or vision insurance or hearing aid devices (submit either actual billings or Explanation of Benefits from CDS or HTH along with copies of canceled checks or credit card receipt). Individuals enrolled in the High Deductible Health Savings Account are not eligible for reimbursement of medical or prescription expenses (dental and vision are reimbursable) incurred during 2017 and 2018, in accordance with IRS regulations.	\$
3. Costs for other types of insurance which cover your personal or professional well being (cancer, long term disability, additional life, professional liability, etc.). Submit pay warrant (if deducted from payroll) or copies of notice of policy showing the insured and premiums due along with copies of canceled checks or credit card receipts.	\$
4. Costs for dues or fees related to joining a professional association in your career field (submit receipts or canceled checks).	\$
5. Registration for professional conferences, seminars, and/or workshops. (submit registration forms along with receipts or canceled checks).	\$
*TOTAL EXPENDITURES TO BE REIMBURSED Expenditures totaling the benefit amount are all that need to be submitted. If amount exceeds the amount in the Benefit Reserve Program, reimbursement will be only for the amount in the Benefit Reserve Program. If amount is less than the Program, the remaining balance reverts to the District. Employees who commence work after the start of the fiscal year and those who separate during the fiscal year are eligible for a pro-rated amount of the BRP value based on the days of service during the fiscal year.	\$

Employee Name (Please Print)

Business Office Approval

Signature

Date

Date

RETURN TO BUSINESS AND FINANCE - c/o ROBERT CARSON

BENEFIT RESERVE PROGRAM

1. For the 2017-18 fiscal year there is established a Benefit Reserve Program (BRP) for each administrator **who has been with the District less than ten (10) years as of June 30, 2018**, in the amount of \$700.00. For pro-tech administrators and psychologists covered by the APTA negotiated agreement and members of the District Leadership Team, this amount is \$750.00.
2. The BRP may be used by each eligible administrator to pay for any one or more of the following items:
 - (1) To offset the cost of premiums paid for dependent medical coverage.
 - (2) To pay non-covered medical (including hearing aid devices) or dental expenses and to offset the cost of deductibles, co-payments, or any excess costs on either medical/dental insurance (including physical examinations) or vision insurance plans for the employee and/or his/her dependent(s) as defined by the District's group health plan. **Individuals enrolled in the High Deductible Health Savings Account are not eligible for reimbursement of medical or prescription expenses (dental and vision are reimbursable) incurred during 2017 and 2018, in accordance with IRS regulations.**
 - (3) Costs for other types of insurance which cover your personal or professional well being (cancer, long term disability, additional life, professional liability, etc.).
 - (4) To offset premiums paid for additional life or long-term disability insurance offered by the District.
 - (5) To pay for dues or fees related to membership in professional associations in your career field.
 - (6) To pay for registration to professional conferences, seminars, and/or workshops.
3. **PROCEDURES**
 - (1) Annually, near the close of the fiscal year, the Business Office will distribute to each eligible employee a "Benefit Reserve Program, Statement of Use" form.
 - (2) Each Employee will itemize the charges against the BRP which they are submitting and submit receipts or other documentation for each charge.
 - (3) The Business Office will reimburse the employee up to the amount applicable to their group toward offsetting the costs submitted. The reimbursement for the Benefit Reserve Program is added to the June paycheck.
4. **GENERAL**
 - (1) The BRP value is taxable income and will be reported by the District as income on your W-2.
 - (2) The "BRP, Statement of Use" form must be submitted by the deadline requested. No retroactive payments will be made for previous fiscal year expenditures.
 - (3) An employee who becomes eligible for BRP after July 1 of a given year, or separates during the fiscal year, will be eligible to receive a pro-rated amount from the BRP based on the days worked in the fiscal year and expenditures incurred.
 - (4) Benefit Reserve Program unused balances remaining at the close of the fiscal year will revert to the District's General Fund.