

# Island Flex

## Flexible Spending Accounts Program

**Open Enrollment: March 1 - April 30, 2025**

### Why join Island Flex?

The Island Flex flexible spending accounts (FSA) plan is a great way to stretch your benefit dollars! It allows you to use before-tax dollars to reimburse yourself for eligible out-of-pocket medical and dependent care expenses, which decreases your taxable income and increases your spendable income.

### If I am currently enrolled, do I need to re-enroll?

Yes, you must submit a new enrollment form during the open enrollment period to designate the amount you would like to contribute for the new plan year. Otherwise, your participation in the plan year will end on June 30, 2025.

### If I still have funds left in my Medical Spending Account and do not wish to add any new money to my account, do I need to re-enroll?

No, you do not need to re-enroll in the Plan if you only wish to use the funds remaining in your medical spending account, up to the maximum \$550 limit, that will be automatically rolled over to the new plan year. However, if you would like to make contributions during the 2025-2026 plan year, you must submit a new enrollment form during the open enrollment period indicating how much you would like to contribute for the new plan year. If you only have rollover funds and not contributing, the monthly administration fee will be deducted from the rollover balance instead of your paycheck.

### Webinar Sessions

There will be webinar sessions during the open enrollment period for those who are unable to attend one of the scheduled workshops. These 45-minute virtual meetings will allow participants to listen to the presenter, view the slide presentation to learn more about the Plan, and ask questions. To access the webinar, the participant must log on to the website and follow the prompts. All that is needed is a computer with internet access and audio capabilities.

Please visit [www.nbsbenefits.com/islandflex](http://www.nbsbenefits.com/islandflex) to learn more.

**Attend one of the Island Flex workshops or view a webinars during the Open Enrollment period March 1 - April 30, 2025. (See reverse side for workshop schedule.)**

**Note: State employees are allowed to use up to 1-1/2 hours of work time (this includes travel time) to attend an Island Flex workshop, or 1 hour to view a webinar.**

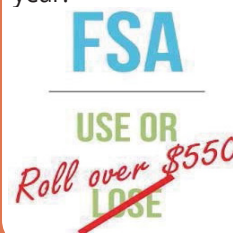
**Sessions are approximately 45 minutes to 1 hour long.**

**If you are currently participating in Island Flex, your enrollment will end on June 30, 2025.**

**To continue, you must re-enroll during open enrollment.**

### Use-It or Rollover \$550

The FSA ruling by the U.S. Treasury allows you to rollover up to \$550 of unused amounts remaining in your medical FSA plan to the following plan year.



This reduces the risk of losing your FSA healthcare contributions at the end of the plan year and eliminates the mad scramble to spend remaining FSA funds.

### Sign up for the Island Flex Debit Card

**Cash-flow friendly** - FSAs are directly debited for eligible medical expenses, eliminating "out-of-pocket" cash payments and the wait for reimbursement.

**Convenient and easy to use** - No more filing of claim forms!



# Workshop Schedule

## OAHU

Date	Location	Time
March 4, Tues	State Office Tower, 235 S. Beretania St. #204	8:30am, 10:00am
March 5, Wed	Keelikolani Bldg., 830 Punchbowl St., Kekumu Rm 110	8:30am, 10:00am, 1:30pm
March 6, Thurs	Kalanimoku Building, 1151 Punchbowl St. #322B	8:30am, 10:00am
March 7, Fri	Department of Health, 1250 Punchbowl St., Kinau Hale Board Room	8:30am, 10:00am
March 14, Fri	Supreme Court, Ali'i Lani Hale, 417 S. King St., 2nd Floor Conference Room	8:30am, 10:00am
March 17, Mon	King Intermediate School, Cafeteria	8:30am, 10:00am
March 19, Wed	Leeward Community College #GT-105	8:30am, 10:00am, 1:30pm
March 20, Thurs	Honolulu Community College, Bldg. 27, Room 111/116	8:30am, 10:00am
March 21, Fri	University of Hawaii, Manoa Campus, Kuykendall Hall 101	8:30am, 10:00am, 1:30pm
March 24, Mon	Kapolei, Kakuhihewa Bldg., 601 Kamokila Blvd., Conference Room 577A/577B	8:30am, 10:00am
April 2, Wed	Keelikolani Bldg., 830 Punchbowl St., Kekumu Rm 110	8:30am, 10:00am
April 10, Thurs	Kapolei, Kakuhihewa Bldg., 601 Kamokila Blvd., Conference Room 577A/577B	8:30am, 10:00am, 1:30pm
April 14, Mon	Kalanimoku Building, 1151 Punchbowl St. #322	8:30am, 10:00am, 1:30pm
April 15, Tue	State Office Tower, 235 S. Beretania St. #204	8:30am, 10:00am, 1:30pm

## MAUI

Date	Location	Time
April 8, Tues	Wailuku State Office Building, 54 South High Street, Conference Room B	8:30am, 10:00am

## KAUAI

Date	Location	Time
April 4, Fri	Lihue State Office Building, 3060 Eiwa Street, Conference Room B & C (2nd floor)	8:30am, 10:00am

## BIG ISLAND

Date	Location	Time
March 13, Thurs	Natural Energy Laboratory (NELHA), Hale Iako Bldg Conference Room 208	8:30am, 10:00am
March 18, Tues	University of Hawaii, Hilo Campus #UCB-127	8:30am, 10:00am

## Webinar Sessions

Instructions found at: [www.nbsbenefits.com/islandflex](http://www.nbsbenefits.com/islandflex)

Date	Time
March 3, Mon	10:00am, 1:00pm
March 11, Tues	8:30am, 3:00pm
March 27, Thurs	8:30am, 12:00pm
March 31, Mon	10:00am, 3:00pm
April 9, Wed	8:30am, 10:00am

Date	Time
April 11, Fri	3:00pm
April 17, Thurs	10:00am
April 21, Mon	8:30am
April 23, Wed	3:00pm
April 25, Fri	8:30am, 1:00pm

Sessions are approximately 45 minutes to 1 hour long. Dates and times may be subject to change on short notice.

Note: If you need any auxiliary aids or services (sign language interpreters, large print, braille, etc.), contact National Benefit Services, LLC at 808-465-2284 at least seven days prior to the workshop you plan on attending. Neighbor islands may call toll-free at 855-399-3035.

**TO DOWNLOAD ENROLLMENT FORMS OR JOIN ONE OF THE SCHEDULED WEBINARS, VISIT**  
**[www.nbsbenefits.com/islandflex](http://www.nbsbenefits.com/islandflex)**

**ENROLLMENT FORMS MUST BE POSTMARKED NO LATER THAN APRIL 30, 2025.**

QUESTIONS? Contact National Benefit Services, LLC the Island Flex Administrator at 808-465-2284 or toll-free at 855-399-3035 or visit [www.nbsbenefits.com/islandflex](http://www.nbsbenefits.com/islandflex).