

GIGA Inc. Section 125 Cafeteria Plan Summary 2016 Plan Year

Medical Reimbursement		Dependent Care
Plan Year	Jan 1 - December 31	Jan 1 -December 31
Eligibility	Employed 90 days and working >20 hours per work week	same as medical
Qualifying expenses	Medical expenses (from attached listing) incurred within the plan year up to an annual maximum of \$2,550.	Child and dependent care expenses up to an annual maximum of \$5,000 if you are single or married filing jointly and \$2,500 if married filing separately. Expenses must be incurred within the plan year.
Reimbursement method	Upon incurring the qualifying expense, a claim is filed with the Plan Administrator (BeneTech) with copies of supporting documents. Do not send originals.	same as medical
Reimbursement pay frequency	Semi-monthly: 15th, EOM Claims should be filed with the plan administrator by the 6th to be paid on the 15th and by the 21st to be paid at EOM. Direct Deposit is available.	same as medical
Amount of annual election available per month	The full annual election is reimburseable at any time during the plan year.	The account balance of payroll deductions less any prior payments.
Balance remaining at end of plan year	If you do not use your full annual election, the money is forfeited. GIGA cannot add the money to its assets. It is left in the account or can only be used for the employees.	same as medical
Grace Period	There is a 75 day grace period for incurring expenses allowed against previous plan year balances. Payments made after the grace period evaluation will not be paid until 90 days after plan year end (Dec 31)	
**New Plan Option effective 4/1/2011: Adoption Assistance (see HR for further details)		

