

Health Reimbursement Arrangement Implementation and Administration Checklist

To Implement the Plan:

	Read your new HRA Master Plan Document. Familiarize yourself with all documents and responsibilities as Plan Sponsor and Plan Administrator.
	Sign and date the Adoption Agreement where indicated. Your business is the Plan Administrator and Employer.
	File the signed Adoption Agreement and the Health Reimbursement Arrangement (the Plan) in your permanent business files.
	Give every existing employee an “employee packet” consisting of a copy of the Summary Plan Description (SPD), an Employee Eligibility and Election form, and a Participant Claim for Benefits Form.
	Require every employee to complete and sign the Employee Eligibility and Election form even if they are not eligible to or do not wish to participate in the Plan.
	File the Employee Eligibility and Election form in each employee file.

For New Employees:

	Give the new employee an “employee packet” consisting of a copy of the Summary Plan Description (SPD), an Employee Eligibility and Election form, and a Participant Claim for Benefits Form.
	Require the employee to complete and sign the Employee Eligibility and Election form even if they are not eligible to or do not wish to participate in the Plan.
	File the Employee Eligibility and Election form in the employee file.

Paying Claims:

	When a Participant gives you a Participant Claim for Benefits form, review the request for validity (eligible expense, eligible Participant or dependent of Participant, and under the annual maximum reimbursement amount). Make sure the Participant signs the request and that the supporting documents are attached.
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Paying Claims:

For valid claim forms, make a check payable to the Participant for the amount of the claim. Attach a photocopy of the check or a check voucher to the claim form when it is paid. Keep separate accounting of claims paid to each Participant so that the maximum annual benefit reimbursement will not be exceeded.

In your company accounting records, classify the check as "Employee Benefits".

For claims that are not valid, follow the procedures outlined in the Plan under the heading "Appeals Procedure" at Article VII.

At Year End:

Prepare an Annual Reimbursements to Participants Report and give it to the each Participant before January 31 of the following year.

None of the reimbursements to Participants under the plan are required to be reported on W-2's.

Keep good records on the activities of the Plan. At a minimum, keep photocopies of all documents, claim forms, letters, notices, employee eligibility forms, and any other information relative to the operation or administration of the Plan. Currently no federal or state agency, including the Internal Revenue Service or the Department of Labor, has any filing requirements for your Plan. Since the Plan is, however, subject to their examination, good records are a must.