

June 12, 2006

Dear FLEX Participant:

We are pleased to announce that effective **7/1/2006**, **ACES Xavier Educational System** is transitioning the administration of your Flexible Spending Account Plan to **ADP FSA**. The previous administrator was Benefit Advantage. Some of the services offered to you by **ADP FSA** include: account access via the web or interactive voice response, claim submissions via fax, and direct deposit of reimbursements.

The last day you may submit claims to Benefit Advantage is **6/23/2006**. The first day you may submit claims to **ADP** via fax or mail is **7/11/2006**. This is your claim payment blackout period.

Year-to-Date payments and contributions reflecting activity with Benefit Advantage from **10/1/2005** through **6/30/2006** will be displayed on the **ADP FSA** Website under your Account Summary Screen "*Your Prior Administrator's year-to-date . . .*". If you have pending claims in your Dependent Care FSA as of **7/1/2006**, the pending amount will be transferred to **ADP FSA**.

The plan year will continue to run from 10/1/05 to 9/30/06 with the new plan year beginning 10/1/06 and ending 9/30/07. Enrollment information for the new plan year will be distributed in late August of 2006.

Health Care & Dependent Care Claim Forms

Separate claim forms are used for submitting claims to your Dependent Care or Health Care Account. These forms can be printed directly from the web site at www.flexdirect.adp.com. Click on the link under the FSA "Learning Center" to access these forms.

Submitting a Claim Form

Claims will be entered and processed daily. You may submit your claim at any time by mailing or faxing your request. Please allow 3-5 business days for your claim to be properly processed and adjudicated before the reimbursement payment is released. The deadline for submitting claims with dates of service occurring between **10/1/2005 and 9/30/2006** is **12/31/2006**. To submit a claim for reimbursement, complete the appropriate claim form and mail or fax to:

ADP Claims Processing

MAIL: P.O. Box 1853, Alpharetta, GA 30023-1853

FAX: (678) 762-5900

Funds Disbursement – Direct Deposit or Check

Reimbursement checks will be sent directly to your home address, unless you elect to have your reimbursements deposited directly into your bank account. You can sign up for direct deposit on the www.flexdirect.adp.com web portal by logging onto your account and completing your bank account information.

www.flexdirect.adp.com

You can utilize the participant website to manage your profile, sign up for direct deposit, learn about the HealthCare and Dependent Care FSA, and view account activity including contributions, claims, payments and account balances. You can also request assistance on a specific question you have.

www.acesys.org

You can also access a FLEX FAQ (Frequently Asked Question) 30 page document on the system website under the Personnel Services hotbutton.

If you have additional questions concerning your Flexible Spending Account, please contact the Participant Service Line at 800-654-6695 after **7/11/2006** or visit the web site at www.flexdirect.adp.com.

Sincerely,

Nancy Van De Kreeke
Director of Human Resources