



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

Post Office Box 1654 (32302)  
227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

**COMMISSIONERS**

**Brad King, Chair**  
*State Attorney*  
**Diamond R. Litty**  
*Public Defender*  
**Jerry Hill**  
*State Attorney*  
**Kathleen Smith**  
*Public Defender*

**MEMORANDUM #044-15HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Flexible Spending Accounts

**DATE:** December 7, 2015

---

Please share this information with your employees immediately. The Department of Management Services is transitioning to a new vendor for flexible spending accounts.

If you are enrolled in a medical reimbursement account, limited purpose medical reimbursement account, dependent care reimbursement account and/or a health savings account, please [read this advisory](#) for important changes concerning the administration of these accounts.

These changes, effective Jan. 1, 2016, will affect you and how you are able to access your funds from these accounts. After you [read this advisory](#), please call the new administrator, Chard Snyder, directly at 855-824-9284 Monday through Friday, 8 a.m. to 9 p.m. EST if you have any questions.

Thank you.