

# Administration Proposal

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## FSA

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### Flexible Spending Arrangement

## Administrative Solutions, Inc.

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## The ASI Story

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Administrative Solutions, Inc. (ASI) is a highly regarded Third Party Administrator specializing in group benefits. ASI was formed June of 2001.

ASI has positioned itself to be an all inclusive TPA for employers of all sizes and is innovative in providing solutions to employee benefit plans. ASI offers services for Insurance Billing and Capitation Programs, Medical Expense Reimbursement Plans (MERP), Health Reimbursement Arrangements (HRA), Self Funded Dental and Vision Plans, COBRA Administration, Section 125 Plans (FSA), Consolidated Billing, FMLA Billing and Voluntary Benefits

ASI prides itself on outstanding customer service and its success at implementing administrative strategies to meet the growing demand of employer's rising cost. What has been most advantageous to their vast client base is ASI's ability to maintain, reduce and create significant savings through innovative approaches to the employers health and benefits.

## ASI Leadership Team

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<u>Name:</u>	<u>Position:</u>	<u>Industry Years:</u>
Barry Maas	President	17
Christina O. Castro, RHU CLTC	Vice President	28

## Leadership Biographies

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### ***Barry Maas, President***

Bachelor of Science Degree, Business Administration with an Accountancy Option, California State University, Fresno. Barry has an accounting background working in a law firm for over ten years as the office manager with a focus on all aspects of the preparation of the financials and analysis and budget preparation. Barry started ASI in 2001 as he saw a need for a local TPA administering high deductible health plans and COBRA administration.

### ***Christina O. Castro, Vice President***

Christina is a certified COBRA administrator, a Registered Health Underwriter and has her certification in Long Term Care. She has been in the Third Party Administration business for over twenty-eight years and previously worked as a consultant for a local broker's office. Christina is a past President of the Central California Association of Health Underwriters and is a member of the International Foundation of Employee Benefits, the Employee Benefit Institute of American and served on the Board of Directors for the California Department of Insurance Education Committee. Christina has written COBRA Administrative procedures for employers and provides seminars throughout California on COBRA Compliance. She currently has two continued education courses approved and filed with the California Department of Insurance.



# FSA Administration

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## Proposed FSA Services

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- Draft Documents including Plan Document, Summary Plan Description and Corporate Resolution.
- Plan Analysis and Design Specification
- Employee Communication/Enrollment Meeting
- Assist Administrative Staff in Payroll Deductions and General Plan Matters
- Provide Employee Packets
- Enter Claims Daily and Disburse Checks Weekly
- Provide Monthly, Quarterly, Annual Reports
- Year End Plan Review
- Debit Card availability
- On-line access for employees
- On-line access for employers
- Customer Service

*\*\*\*ASI offers a complete FSA plan administration for Premium Only, Unreimbursed Medical, Dependent Care and Transportation.\*\*\**

