Flexible Benefit Allowance

Application Instructions

Effective September 2025, the Flexible Benefit Allowance application has moved from a standalone application in Single Sign On (SSO) to the State Aid Management System.
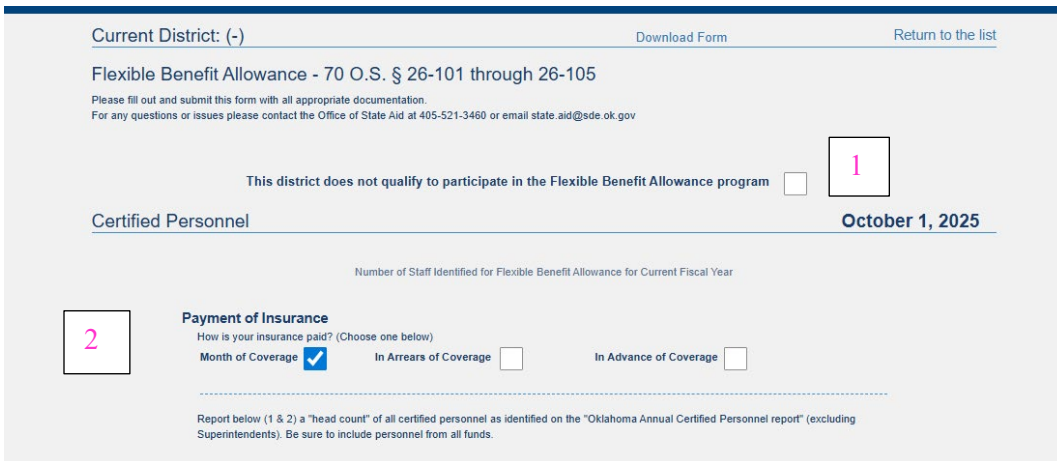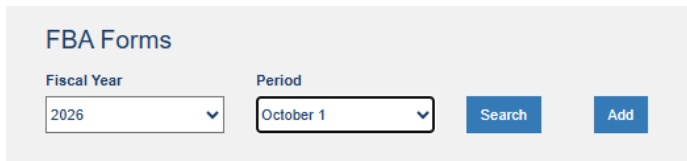
Sign into Single Sign (SSO) and scroll down to State Aid Management System.

Select the FBA ICON:

Select year and period (either Oct 1 or Jan 1) then add.

1) Mark this box if your District does NOT participate in the Flexible Benefit Allowance program. If you have marked this box, you will not complete the rest of the information. Simply mark this box and certify the report. The RAO will audit the report and complete it.

2) Choose one option that indicates when the district pays for the personnel's insurance. **You will complete this information separately for Certified and Support personnel.**

1. Enter the number of certified personnel identified as accepting FBA as their Insurance and whose contract started in the month of July.

2. Enter the number of certified personnel identified as accepting FBA as their Insurance and whose contract started in the month of August.

3. Enter the number of certified personnel identified as accepting FBA as their Insurance and whose contract started in the month of September.

(1) FBA as Insurance (Major Medical Insurance)
Start of Contract:

July (6/6):	0	1
Aug (5/7)	0	2
Sept (4/8)	0	3
Total	0	

District Notes — 7

RAO Notes — 8

Admin Notes

Total above should equal total employees for this category Total above will be multiplied by $707.00/$707.00 for adjusted allocation

4. Enter the number of certified personnel identified as accepting cash in lieu of FBA and whose contract started in the month of July

5. Enter the number of certified personnel identified as accepting cash in lieu of FBA and whose contract started in the month of August.

6. Enter the number of certified personnel identified as accepting cash in lieu of FBA and whose contract started in the month of September.

7 & 8. Enter any information you would like the RAO or State Aid SDE staff to know about the people receiving this type of FBA. Notes are not required in any field

Complete the same steps as above for Support FBA Insurance and Support In lieu of FBA

(2) In Lieu of FBA (Taxable Compensation)
Start of Contract:

July (6/6):	0	4
Aug (5/7)	0	5
Sept (4/8)	0	6
Total	0	

District Notes — 7

RAO Notes — 8

Admin Notes

Total above should equal total employees for this category Total above will be multiplied by $69.71 for adjusted allocation

Once all data has been entered select SAVE, a blue box will appear in the upper right-hand column. The form will remain in open status until the Superintendent certifies the report.

Save

Notice
Item saved