

BRYN MAWR

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TO: Benefits-eligible Faculty and Staff

FROM: Marty Mastascusa, Human Resources

RE: 2024 Flexible Spending Account Open Enrollment

DATE: November 15, 2023

The Flexible Spending Account Open Enrollment for the January 1 – December 31, 2024 Plan Year will be in effect from November 15th through December 14th. If you are planning to enroll in the dependent care spending account or medical care spending account for 2024, please go online at BiONiC Self Service at <http://virtual.brynmawr.edu/> and select Benefits Enrollment to complete your election. Alternatively, you may go online at <http://www.brynmawr.edu/humanresources/> and print a Flexible Spending Account Election Form, which you should then mail to Human Resources.

Flexible Spending Account elections do not carry over from one plan year into the next, so if you are a current participant and want to participate in 2024, you must re-enroll. If you are a current enrollee but are not participating in 2024, please check the “Waive” box on the Flexible Spending Account Election Form or online. If you are not currently enrolled in the Flexible Spending Account and are not participating in 2024, you do not need to do anything.

The document entitled Introduction to the Flexible Spending Account is available online and explains how the plan works. Participation in the medical care spending account is limited to employees with six months or more of service as of January 1, 2024. Please note that this is a change, for in prior years, employees needed to have a minimum of twelve months of service at the start of the Plan Year.

Human Resources

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The College uses a company called PayFlex to administer dependent care and medical care claim payments. Reimbursement requests are sent directly to PayFlex and can be done online, via fax or through the mail. Approved payments will then be approved and disbursed by PayFlex via check or direct deposit on a weekly basis. Information from PayFlex describing how flexible spending accounts work and how to get reimbursed through their portal is also online. Please be advised that the College is not currently offering the PayFlex debit card feature.

The Flexible Spending Account Plan has a grace period that runs from January 1 through March 15 in the year following the year of participation. Eligible services incurred during the grace period can be reimbursed from the prior year plan balance. If you are a 2023 plan participant, eligible services must be incurred from January 1, 2023 through March 15, 2024. If you are a 2024 plan participant, eligible services must be incurred from January 1, 2024 through March 15, 2025. Please make sure to exclude 2024 expenses that you expect to apply against the 2023 grace period when making your 2024 election.

A detailed description of eligible and ineligible medical care expenses can be found on the Payflex website www.payflex.com. You may also consult IRS Publication 502, Medical and Dental Expenses and IRS Publication 503, Child and Dependent Care Expenses. These publications can be found on the IRS website, www.irs.gov. Please note that while insurance premiums are listed in Publication 502, they are only reimbursable if you are declaring medical expenses on your Form 1040 Schedule A. Insurance premiums are not reimbursable through a flexible spending account.

If you are enrolled in HDHP HSA, you cannot enroll in the medical care spending account. Your HSA election is not tied to the Flexible Spending Account Open Enrollment deadline and you may change this amount at any time by completing an HSA Contribution Form.

If you have any questions regarding your enrollment in the Flexible Spending Account, please contact Human Resources by December 14, 2023. Once the plan year begins on January 1, it will be too late to enroll in 2024, as changes

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are not permitted after that date (except for life/qualifying events). Please call me at (610) 526-5266 or send an e-mail (mmastasc@brynmawr.edu) if you have any questions.

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